

**TOWN**  
**of**  
**WAKEFIELD**  
**206<sup>th</sup>**  
*Annual Report*



**2017**



**206<sup>th</sup>**  
**Annual**  
**Report**



**OF THE TOWN OFFICERS OF**  
**WAKEFIELD**  
**MASSACHUSETTS**

including the vital Statistics for the  
year ending December thirty-first

**2017**

TOWN OF WAKEFIELD

Population – 2017 - Census – 24,426

2010 Federal Census – 24,932

Councilor, 6<sup>th</sup> District – Terrence W. Kennedy of Lynnfield

U.S. Representative for Mass. 6<sup>th</sup> Congressional District-Seth Moulton

Representative 9<sup>th</sup> Essex District- Donald H. Wong

Representative 32<sup>nd</sup> Middlesex District- Paul A. Brodeur

Senator, Fifth Middlesex District – Jason Lewis

**TOWN OFFICIALS**

**\*Selectmen**

Paul R. DiNocco, Chairman – 2018

Brian E. Falvey – 2018

Peter J. May, Vice Chairman – 2019

Ann McGonigle Santos, - 2019

Anthony J. Longo – 2019

Edward F. Dombroski, Jr. – 2020

Mehreen N. Butt - 2020

**\*\*Town Administrator**

Stephen P. Maio



**\*\*Chief of Police**

Richard E. Smith

**\*\*Fire Chief**

Michael J. Sullivan

**\*Town Clerk**

Betsy Sheeran - 2020

**\*Tax Collector**

Kathleen M. Kelly – 2018

**\*Moderator**

William Harbison Carroll – 2018

**\*Treasurer**

John J. McCarthy, Jr. – 2019

**\*\*Town Accountant**

Kevin M. Gill

**\*\*Town Counsel**

Thomas A. Mullen

**\*\*Director of Assessments**

Victor P. Santaniello

**Executive Secretary/Town Accountant**

John J. McCarthy – Emeritus

January 26, 1991

**\*\*Advisory Board of Public Works**

Christopher J. Fowlie - 2018

David A. West - 2019

Maria Palomino -2020

**\*School Committee**

Kathryn Day Morgan – 2018

Robert A. E. Tiro, Vice Chairman– 2018

Greg Liakos – Chairman - 2019

Thomas F. Markham, III – 2019

Ronald J. Masse, Jr - 2019.

Anne-Marie Fortier - 2020

**\*School Committee - Continued**

Christopher J. Callanan - 2020

**\*Northeast Metropolitan Regional Vocational School (4 years)**

Vincent J. Carisella – 2020

**\*Lucius Beebe Memorial Library Trustees**

Michael J. Bourque, Vice Chairman – 2020

Susan Wetmore - 2020

Kevin Patrick Scanlon, Chairman – 2018

Cindy A. Schatz – 2018

Jeffrey Michael Quinn – 2019

John Havelick, Jr. – 2019

Timothy F. Healy – 2019

Joseph Tringale- 2020

Yue Ren – 2018

**\*\*Town Planner**

Paul Reavis

**\*Town Planning Board**

Matthew Lowry - 2020

Paul J. Semenza - 2021

William M. D'Amore – 2022

Christopher J. Fowlie - 2018

William Spaulding, -2019

**\*Board of Health**

Elaine M. Silva – 2019

Alison J. Mehlman, Chairman - 2020

Laurel Skinder Gourville, Vice Chairman - 2018

**\*Board of Assessors**

Sebastian P. Tine, Vice Chairman – 2020

Jane A. D'Addario, Chairman – 2018

Walter Schofield - 2019

**\*Municipal Gas & Light Commissioners**

John J. Warchol, Chairman – 2020

Kenneth J. Chase, Jr. - 2018

Michael P. McCarthy – 2018

Kevin T. Haggerty, Secretary – 2019

**\*Municipal Gas & Light Commissioners - Continued**

William J. Boodry, Jr. - 2019

**\*Wakefield Housing Authority**

Jane Good - 2019

Maureen E. Hickey - 2020

Alfred S. Confalone, 2020

Charles Geier – 2021

Lorelei Mackay - 2022

**\*Constables**

Gerard S. Alterio, Jr. – 2019

Richard O. Bayrd – 2019

Kevin J. Lopes - 2020

**\*\*Board of Registrars**

Eugenia M. Coffin - 2018

Kathleen M. Beaulieu – 2019

Peter J. Vitale - 2018

**\*\*Finance Committee**

Dennis Hogan – 2018

Wayne M. Tarr – 2018

Joseph V. Tringale – 2018

Joanne Reilly - 2018

Lorri W. Wheeler - 2018

Brian P. Cusack - 2019

Gerard W. Leeman - 2019

Joseph B. Bertrand - 2019

Daniel W. Sherman, Chairman – 2019

James Sullivan - 2019

Douglas S. Butler – 2020

Peter McManama – 2020

Rebecca Gilding – 2020

Jonathan Chines – 2020

Jan DiGiambattista - 2020

**\*\*Historical Commission**

Nancy L. Bertrand, Chairman – 2020

Juliane M. Gerace – 2020

Gene A. Moulton – 2020

Daniel Benjamin Jr. – 2020

**\*\*Historical Commission - Continued**

Francene Harrington- 2020

**\*\*Recreation Commission**

Gerald E. Barrett-2020

Jeanne Stinson, Vice Chairman-2019

Susan Hickey - 2020

Richard Stevens, Chairman – 2020

Daniel P. Crowley – 2018

Christine M. Gargano – 2018

Frank Leone – 2019

Michael Boudreau – 2019

Joseph V. Tringale – 2018

**\*\*Conservation Commission**

Frank J. Luciani, Jr., Chairman – 2020

David N. Peterson – 2019

Lea Tyhach - 2019

Robert J. Romano, Vice Chairman – 2018

Peter M. Miller – 2018

Warren M. Laskey – 2020

Frank Calandra - 2019

**\*\*Capital Planning Committee**

Shaun S. Margerison, Chairman-2018

Daniel Calore-2020

Franklin C. Leone, Jr. – 2018

Lisa Butler- 2020

Robert P. Edson – 2019

**\*\*CATV Advisory Committee**

Bruce Donovan – 2019

Daniel P. Lieber – 2018

James Lavery -2020

**\*\*Commission on Disability Issues**

Lois E. Jarema-Benjamin – 2020

Anthony V. Guardia – Advisory

Tracy J. Vincent- 2020

Sarah McCauley - 2020

John Murray – 2019

Gene Moulton – 2019

Gregory Powers - 2019



**\*\*Council on Aging**

Sheila Moran, Secretary – 2020

Gene A. Moulton - 2020

Judith A. Carmilia – 2018

Frances Mary Cheney – 2019

Thomas Coffin – 2019

Heather Hansson – 2020

Elizabeth Ellis – 2020

Florence Calore - 2020

**\*\*Fence Viewers**

Michael J. Delory - 2020

Michael J. Nasella – 2020

Dennis M. Cloherty- 2020

**\*\*Wakefield Cultural Council**

Michael P. Salvatore – 2020

Ann Marie Gallivan – 2018, Chair

Caroline Lieber – 2019

Colleen Getty – 2019

Joy Schilling – 2019

Robert MacRobbie - 2019

**\*\*Board of Appeals**

Richard O. Bayrd, – 2019

James H. McBain, Clerk – 2019

Michael L. Pierce – 2019

David W. Hatfield, Chairman - 2020

Charles L. Tarbell, Jr. - 2018

Kimberly Hackett – 2019

Amy Wall, Alternate-2020

Thomas J. Lucey-2018

**\*\*Wakefield Permanent Building Committee**

Christopher Callanan-2018

Joseph B. Bertrand, Chairman – 2019

Lisa A. Butler - 2019

James A. Lapery- 2019

Charles L. Tarbell, Jr. – 2020

Jerry Hammersley-2018

Jason Cohen -2018

Philip Renzi – 2019

George Brooks – 2020

Timothy Demers - 2020

**\*\*Events Planning Committee**

Sel. Paul R. DiNocco, Chairman

Susan M. Majeski

Walter Schofield

Susan M. Wetmore, Vice Chairman

Leonard Malvone

Saritin Rizzuto

Peter May

**\*\*Dog Officer/Animal Inspector**

Kenneth J. Stache

**\*\*Emergency Management**

Michael J. Sullivan

**\*\*Inspector of Buildings**

John J. Roberto, III

**\*\*Parking Clerk**

Kenneth J. Stache

**\*\*Plumbing/Gas Inspector**

Paul J. Donohoe

**\*\*Electrical Inspector**

David J. Sardella

**\*\*Veterans Agent**

Alicia Reddin

\*Elected    \*\*Appointed

# **General Government**

## *Reports of*

BOARD OF SELECTMEN

TOWN ADMINISTRATOR

ASSESSING DEPARTMENT

PLANNING BOARD

CONSERVATION COMMISSION

CONTRIBUTORY RETIREMENT BOARD

RECREATION COMMISSION



## **Report of the Board of Selectmen**

At the Board of Selectmen's organizational meeting on May 10, 2017, following the Town Election in April, Paul DiNocco was elected Chairman and Peter May was elected Vice-Chairman. The Board welcomed Edward F. Dombroski Jr, and Mehreen N. Butt. The other members of the Board are Brian Falvey, Ann McGonigle Santos and Anthony Longo. Board members thanked Phyllis Hull for her years of service on the Board and also recognized the many accomplishments of Patrick Glynn who stepped down after nine years as a Selectman. The Board of Selectmen meets on the 2<sup>nd</sup> & 4<sup>th</sup> Mondays of the month at WCAT studios on Hemlock Road.

The powers, duties and responsibilities of the Board of Selectmen are broadly diversified in hundreds of sections of law applying directly to Selectmen. The broadly diversified powers, duties and responsibilities of the Board of Selectmen affect the functioning of all Town departments and central coordination is essential to an effective and efficient municipal administration.

The Town continues to function under the Open Town Meeting - Board of Selectmen-Town Administrator Charter. The Charter gives the Town Administrator the responsibility for daily management of the Town's business; provides for the election by the voters of a seven member Board of Selectmen, a Town Moderator, a seven member School committee, a five member Planning Board and a Housing Authority; provides for strengthened financial procedures; created a Department of Public Works with an Advisory Board of Public Works; provides flexibility to reorganize Town agencies in the future; and, provides a referendum procedure by which Town Meeting votes on certain Warrant Articles may be reconsidered by the voters in a referendum election.

The Board of Selectmen and the Town Administrator have continued to represent the Town's interest before governmental officials, committees and commissions at the various levels of government for the purpose of presenting information and evidence on matters that concern the Town of Wakefield.

The necessity for effective liaison and representation between the Town and State government has become increasingly important as locally uncontrollable costs are transferred and made part of the cost of Town government.

Town Planner Paul Reavis serves as the Town's representative to the Metropolitan Area Planning Council.

The Board of Selectmen wishes to thank the many volunteers who work so attentively on a variety of Boards, Committees and Commissions to make Wakefield the Town that it is.

Paul R. DiNocco, Chair  
Peter J. May, Vice Chair  
Mehreen N. Butt  
Edward F. Dombroski, Jr.  
Brian E. Falvey  
Anthony Longo  
Ann McGonigle Santos  
BOARD OF SELECTMEN

Stephen P. Maio  
TOWN ADMINISTRATOR

Sherri A. Dalton  
EXECUTIVE ASSISTANT



## *Report of the Town Administrator*

In 2017, Wakefield continued to break new ground with the construction of new buildings as well as the implementation of new ideas designed to enhance the quality of life for all our residents and guests.

In January, a committee was formed to study the possibility of constructing a skating facility off of Hemlock Road on land owned by both the Town and the Northeast Regional Metropolitan Vocational School. The concept is to further extend the High School Campus with a privately managed facility that will provide ice time, locker rooms and spectator seating. The plan is to bid the project in early 2018.

On March 1, the Board of Selectmen formally resumed the operation of the Americal Civic Center. This public building will house the Recreation Department and will continue to be a source of revenue and quality for many years to come. Much gratitude to the Civic Center Board which oversaw the building for decades.

Our commitment to better reach our citizens via all types of media continues to progress with the introduction of Wakefield's Virtual Budget. With just a few clicks you can see how much and what percentage of your tax dollars is spent on any particular item or service. Currently over 5600 people like our Web Site as well as some posts on the Town's Facebook page reaching over 10,000 engaged viewers.

In April, The Town in collaboration with the Metropolitan Area Planning Council unveiled the Albion Arts Corridor Cultural Economic Development Strategy. The purpose of this study is to adopt short and long term action steps that can be implemented by Wakefield to develop the Albion Arts Corridor and the surrounding down town into a thriving arts and culture destination. The Town has already adopted zoning changes which will assist the development of market rate housing in these areas. The Board of Selectmen also engaged the services of Favermann Design to help create a cohesive message for Wakefield's business areas including gateways, streetscapes, branding and wayfinding signage.

Speaking of arts and culture, The Albion Cultural Exchange was the chosen venue for many events in 2017, attracting thousands of patrons to our downtown. Congratulations to the committee in charge of the ACE

Center on the many varied programs presented in Wakefield. We hope to complete the renovations of the ACE center over the next two or three years.

May's town meeting brought more social change to Wakefield as the town reaffirmed its commitment to a healthy future for both our citizenry and the environment. Town Meeting voted to prohibit the sale of retail marijuana in Wakefield. Also, by a very narrow margin a citizen petition submitted by a 15 year old high school student (Caitlin Bracken) focused on reducing the use of thin single use plastic bags was referred to the Board of Selectmen for study. The plastic bag reduction bylaw was reintroduced to Town Meeting in November where it passed overwhelmingly.

Hundreds of new residents continued to enjoy the Wakefield 101 program held in May and November. This program introduces newcomers to Wakefield to all Town Departments as well as many of the nonprofit groups that make our town great. It is very heartwarming to see how excited people are to move here.

Over the summer the improvements to our Town continued as the Wakefield Main Streets organization presented the Board of Selectmen with year round benches which are now strategically placed along Main Street. We encourage all to enjoy a cup of coffee or just relax with friends and soak in the local ambiance. The newly lit trees are a further enhancement. We look forward to further improvements in the years to come.

In September after many years of anxious meetings, the laminate poles at the head of Lake Quannapowitt were finally removed. Much thanks goes to the WMGLD for their assistance throughout the entire project and kudos to Karen Faler whose persistence carried the project to a successful conclusion.

Also in September, the Board of Selectmen authorized the pursuit of certifying Wakefield as an "Age Friendly Community" through The American Association of Retired Persons (AARP). As an "Age Friendly Community", Wakefield is eligible to receive assistance in many areas designed to improve connectivity and the quality of life for residents and guests of all ages. Thank you to Judy Luciano our Director of the Council of Aging for spearheading this initiative.

Perhaps the biggest social change occurred at the November Town Meeting where by a secret ballot vote of 319-32 the town's people voted to change the name of the Board of Selectmen to Town Council. Wakefield joined approximately 30 other communities in Massachusetts in taking a step toward non gender bias in the name of its senior Board. Our neighboring Towns are taking notice and many are following our lead. Consistent with the procedure for amending the Town Charter a ballot question will be included in the Town election on April 24, 2018.

Two major projects were completed this year as both Brightview and Hallmark Health opened their doors for business, creating more jobs and services for our citizens.

Once again on behalf of the Town of Wakefield, I thank all of the many civic groups who initiate programs, projects and services which strengthen the beauty and character of our town

All of the above would not have been possible without the strong visionary leadership of the Board of Selectmen, the financial direction provided by the Finance Committee, the tenacious diligence of our town employees and most importantly, the faith and confidence placed in the management team by the Citizens of Wakefield. All is much appreciated.

Stephen P. Maio  
Town Administrator

*Report of the*  
**ASSESSING DEPARTMENT**

**MISSION STATEMENT**

The mission of the Wakefield Assessment Department is to provide fiscal stability by promptly, fairly and equitably determining the valuation of all real and personal property located in the Town of Wakefield. The Assessment Department is obligated under law to assess all property at its full and fair market value as of January 1 of each year for the purpose of taxation. This is accomplished through the maintenance and administration of all property tax data records. In addition, the department also administers motor vehicle excise tax, real, personal and motor vehicle excise tax abatements, and all statutory tax exemptions as allowed by law.

Our staff is comprised of an elected three-person board and three full-time employees.

<b>Board of Assessors:</b>	<b>Office Staff:</b>
Sebastian Tine, MAA, Vice-Chairman	Victor P. Santaniello, MAA, Dir. of Assessments
Jane D’Addario, MAA, Chairman	Scott Morrison, MAA, Assistant Assessor
Walter Schofield, Board Member	Kirsten Evans, Office Administrator

During the past year, the major activities undertaken by the Assessors office include:

- Provided online access to our property record database via the internet.
- Conducted a state mandated yearly property revaluation town wide.
- Reviewed and adjusted properties to reflect updated market conditions.
- Completed online listing of assessor maps.
- Maintained and updated all real estate and personal property tax records.

Special projects and future goals of the Assessment Department include:

- Manage ongoing state-mandated data recollection effort.
- Continue review and update of valuation neighborhood designations.
- Continue ongoing sales verification questionnaire mailing program.
- Implement new and efficient office policies and procedures as required.
- Maintain supplemental assessment program as required by state law.
- Update existing tax maps.
- Make select state tax forms available via the internet.
- Increase public awareness relative to assessing and exemptions.

<b>FISCAL YEAR 2017 TAX RATE SUMMARY</b>	
Total amount to be raised	\$101,743,778.86
Total estimated receipts	\$34,720,807.03
<b>Residential Tax Rate: \$13.03</b>	<b>Commercial Tax Rate: \$25.95</b>
Real Property Valuation	\$4,386,218,702
Personal Property Valuation	\$133,603,670
Total valuation of taxable property	\$4,519,822,372
Total real estate tax	\$63,555,956.59
Total personal property tax	\$3,467,015.24
Tax levy	\$67,022,971.83

## FISCAL YEAR 2017 RECAP SUMMARY PAGE 1

Property Class	Levy Percentage	Valuation by Class	Tax Rates	Levy by Class
Residential	75.6372%	\$3,890,589,685	13.03	\$50,694,383.60
Exempt	-	-	-	-
Open Space	0.0000%			
Commercial	15.9455%	\$411,830,567	25.95	\$10,687,003.21
Exempt	-	-	-	-
Industrial	3.2445%	\$83,798,450	25.95	\$2,174,569.78
<b>SUBTOTAL</b>	94.8272%	\$4,386,218,702	-	\$63,555,956.59
Personal	5.1728%	\$133,603,670	25.95	\$3,467,015.24
<b>TOTAL</b>	100.0000%	\$4,519,822,372	-	\$67,022,971.83

## MINIMUM RESIDENTIAL FACTOR COMPUTATION (FY2017)

Class	Full and Fair Cash Value	Percentage Share
1. Residential	\$3,890,589,685	86.0784%
2. Open Space	0	0.0000%
3. Commercial	\$411,830,567	9.1117%
4. Industrial	\$83,798,450	1.8540%
5. Personal Property	\$133,603,670	2.9559%
<b>TOTALS</b>	\$4,519,822,372	100.0000%
Maximum Share of Levy CIP Classes 3,4&5	1.75 x 13.9216 =	24.3628%
		Maximum % Share
Minimum Share of Levy for Classes 1 & 2	100% - 24.3628% =	75.6372%
		Minimum % Share
Minimum Residential Factor (MRF)	.756372 / .860784 =	.878701

## ASSESSMENT/CLASSIFICATION REPORT – FY2017

Property Type	Parcel Count	Class 1 Residential Value	Class 3 Commercial Value	Class 4 Industrial Value	Class 5 Personal Prop. Value
101	6,242	\$2,945,1115,600			
102	1,188	\$342,108,200			
Misc.103,109	0	0			
104	725	\$343,686,400			
105	132	\$66,871,300			
111 - 125	95	\$150,006,700			
130-132,106	285	\$19,520,600			
300 - 393	317		\$393,421,200		
400 - 452	97			\$83,253,000	
Ch.61 Land					
Ch.61A Land					
Ch.61B Land	3		\$525,402		
012 - 043	76	\$23,280,885	\$17,883,965	\$545,450	
501	259				\$18,067,750
502	398				\$28,823,450
503					
504,550-552	4				\$71,711,470
505	5				\$13,286,500
508	4				\$1,714,500
<b>TOTALS</b>	9,830	\$3,890,589,685	\$411,830,567	\$83,798,450	\$133,603,670
<b>REAL &amp; PERSONAL PROPERTY TOTAL VALUE</b>					\$4,519,822,372

TOTAL VALUE OF ALL EXEMPT PROPERTY	\$357,555,800
------------------------------------	---------------

LOCAL EXPENDITURES	
Total appropriations	\$98,520,537.96
Other Local Expenditures	\$1,000,000
Snow and ice deficit / Overlay deficits	\$3,039.23
Allowance for abatements and exemptions	\$609,385.67
Total state and county charges	\$1,573,174
Total cherry sheet offsets	\$37,642
Total of appropriations and expenditures	\$101,743,778.86

ESTIMATED RECEIPTS AND AVAILABLE FUNDS	
State cherry sheet estimates	\$9,521,289
Ma school bldg. auth	\$927,551
Local estimated receipts	\$7,857,614
Enterprise funds	\$12,812,879.03
Free cash	\$519,100
Other available funds & WMGLD	\$2,865,000
Offset receipts	\$90,000
Total:	\$34,720,807.03

STATUTORY EXEMPTIONS		
Clause	FY 2016	FY 2017
Hardship 5 - 18	\$0.00	\$2,009.88
Deferral 5 – 41A	\$37,986.07	\$37,986.07
Elderly 5 – 41	\$66,500	\$55,500
All Veterans & Surviving Spouses 5 – 22(a-f)	\$94,894.09	\$89,803.13
Surviving Spouses 17D	\$2,450	\$2,100
8 - 58	\$0.00	\$0.00
Blind 5 - 37	\$11,500	\$10,000

BETTERMENTS, SPECIAL ASSESSMENTS & LIENS			
Category	Total Committed Amounts by Category		
Light Liens	\$37,788.96		
Sewer Liens	\$280,389.07		
Water Liens	\$176,820.12		
Title V Sewer Upgrade	\$4,350.43		
Sewer Betterments	\$5,056.51		
Street & Sidewalk Betterments	\$15,992.54		
Water Betterments	\$0.00		
Total Committed	\$520,397.63		
Motor Vehicle Excise (Comm. 1-6,99 )	27,682 Bills		\$4,260,580

Respectfully submitted,

Board of Assessors

## *Report of the Planning Board*

The Planning Board, as established under M.G.L. Chapter 41, §81A, consists of an elected five-member body with the powers and duties to carry out the provisions of the subdivision control laws in the Town of Wakefield. The Board holds regularly scheduled meetings and public hearings on the second and fourth Tuesday of each month. In certain cases, the Board acts as a special permit granting authority as defined in the Town's bylaws. The Planning Board is responsible for preparing, adopting and issuing a Master Plan. In 2017, the Planning Board met seventeen (17) times.

The initial subdivision plans were filed for The Woods on August 24, 2016, and revised five times during the review process that ended with a vote to approve on March 28, 2017. The Planning Board opened the public hearing on September 27, 2016. After four meetings in 2016 and an additional four meetings in 2017, the decision was filed with the Town Clerk on May 1, 2017. The site combines four parcels on the east side of Butler Avenue between Williams Street and Collins Road into one large, eleven-acre parcel, it was then subdivided into sixteen single-family lots. The blasting required to create buildable lots was the Planning Board's primary concern; a Saturday, November 5, 2016, site-walk with the developer, engineers, blasting contractor and residents was helpful to understand potential impacts of cutting a road and sixteen buildable lots into this site.

The Planning Board held public hearings on April 11 and April 18, 2017, concerning three zoning articles that subsequently were approved at the May 4, 2017, Town Meeting. Article 25, was a zoning text amendment prohibiting recreational marijuana establishments in all zoning districts. A marijuana establishment is defined by a new law, M.G.L. ch. 94G that was passed by a state-voter-initiative on November 8, 2016. Article 25 also included a set of relevant definitions and use table changes. The second amendment, Article 27, approved a temporary moratorium of marijuana establishments until June 30, 2018. The third, Article 29, was initiated by a citizen petition to allow art/craft studios as an accessory use in residential and business districts. The article passed by an overwhelming vote of 106 to 8. The vote reinforced the general conclusion from the 2016 FinePoint market study that the citizens of Wakefield support arts-related businesses and they will thrive and help the town's economy.

In 2017, the Planning Board participated in the collective efforts of the Board of Selectmen, the Town Planner, the Albion Cultural Exchange, and

the regional planning agency to develop an arts-corridor strategy for Albion Street. Using the former light department building as an arts incubator to hold events and later adding artists' studios on Albion Street is the first step in a strategy that is still evolving. Initial forums were held on June 8 and November 17, 2016; the study culminated with a final event at the Beebe Library on June 22, 2017, then a June 26, 2017, presentation to the Board of Selectmen. The report was posted on the town's much improved website. Concurrently, the newly appointed board, the Albion Cultural Exchange, began a program of monthly events called First Thursday's. With the Beebe Library's program of Thursday evening Concerts on the Plaza, the town has begun a consistent effort to program activities that draw customers to the shops and restaurants on Main and Albion Streets.

On March 28, 2017, plans for 61 Valley & 5 Hart Street were filed with the Planning Board; additional plans were filed with the Zoning Board of Appeals (ZBA). Approval of this relatively small project of five townhouses and four duplexes may become typical of the infill developments routinely submitted where a developer can assemble a few larger lots with older non-conforming structures. The ZBA considered the variances requested, impacts of the non-conformities, and managed the site plan review; the Planning Board reviewed the drainage and lot line changes. The public hearing opened on May 9, 2017, and following additional hearings on June 27th, July 11th, and August 22nd, the Planning Board voted to approve the project with multiple conditions on August 22, 2017. During the review process the neighborhood's greatest concern was the height of the buildings proposed and whether the architecture matched the adjacent homes. The applicant obtained the approvals needed from the ZBA, and the Planning Board signed the final decision on October 24, 2017. The plans were endorsed on November 14, 2017. The process took 7½ months.

Additionally, the Planning Board reviewed a preliminary plan for 107 Prospect Street on March 28, 2017. In concept, the owners plan to build a new cul-de-sac street for three buildable lots. The Planning Board also reviews simple plans to change lot lines. Under M.G.L. ch. 41, §81P, the Planning Board is required to endorse plans for new lots that comply with the town's zoning bylaws. These plans are known as 81P Plans or "approval not required" (ANR) plans. In 2017, the Planning Board endorsed seven (7) ANR Plans: 24 Line Road/ 1 Harvest Street, 30 Park Road/ 61 Converse Street, 3 Roosevelt Road, 9a Melvin Street, 93 New Salem Street, and Tarrant Lane.

The Planning Board would like to acknowledge the following individuals for their support and assistance throughout the past year: Michael



Collins, Town Engineer; Linda Donaldson, Clerk to the Board; Thomas Mullen, Town Counsel and Paul Reavis, Town Planner.

Respectfully submitted,

William L. Spaulding, *Chairman*

Matthew Lowry, *Vice Chair*

Paul J. Semenza

William M. D'Amore

Christopher J. Fowlie

## *Report of the Conservation Commission*

The Wakefield Conservation Commission (“Commission”) is responsible for the protection and preservation of Wakefield’s natural resources through regulatory review, planning, advocacy, and education. Typically, this is accomplished through the implementation of the Conservation Commission Act (M.G.L. Ch. 40, sec. 8C), and the administration and enforcement of the Massachusetts Wetlands Protection Act (“Act”) (M.G.L c 131 § 40), with its corresponding regulations (310 CMR 10.00). In addition to their duties as administrators of the Act, the Commission is also responsible for the planning, acquiring, and managing of open space. The benefits of protecting open space include: protecting water quality and water supply; providing flood storage area; preserving habitat and diversity; providing recreation and aesthetics; preserving community character and agriculture; and providing educational opportunities.

In 2017, the Commission conducted 22 public hearings and reviewed nine Notice of Intent (“NOI”) filings. The review of these filings provided an assessment of potential impacts on the wetland values vital to the community; including the protection of public and/or private water supplies, protection of groundwater, flood control, storm damage prevention, pollution prevention, and protection of wildlife habitat. In addition to the NOI filings, the Commission reviewed three Abbreviated Notices of Resource Area Delineation, and issued three Certificates of Compliance, two Emergency Certifications and two Enforcement Orders.

This year the Commission and the town at large was fortunate to be the beneficiary of an Eagle Scout service project. In May, Eagle Scout Michael Conostas, with guidance from his mentor Fire Chief Michael Sullivan, developed and executed a Reedy Meadow Trail Restoration plan. With the help of fellow troop members, the trail was cleared of debris, fallen limbs and overgrown brush. New trail markers were installed and the sign at the entrance to the trail was restored. Wooden walkways known as a bog bridges were also built to help one access the trail across low, wet areas. This trail is important as it is the connection to the first Commission controlled parcel of land in Wakefield. The land has seen many uses since its early days (prior to 1600) as a settlement area for the Saugus Indian Tribe. It housed a water driven saw mill in the mid-1600’s, served as a cranberry bog, hay field and peat fuel source in the 1800’s and as recently as the 1940’s was mined for gravel to be used in the construction of Route 128. It is now the largest freshwater cattail marsh in Massachusetts and has been designated as an Important Bird Area by the Massachusetts Audubon Society. This area has historically

housed the largest breeding population of marsh birds in Massachusetts. It is also home to several listed endangered bird and plant species. As part of Reedy Meadow, it is designated as a National Natural Landmark. One of only 11 such named sites in Massachusetts.

## *Report of the Retirement Board*

### SUMMARY OF ACTIVITY FOR THE YEAR ENDING DECEMBER 31, 2017

#### INVESTMENT SCHEDULE

PRIT Cash Fund	\$60,416.33
PRIT Capital Fund	\$122,652,910.22
Cash-Checking Account	\$635,656.14
Cash-Payroll Account	\$0.00
Accounts Receivable	\$76,117.52
Accounts Payable	<u>(\$11,693.09)</u>
Total	<b>123,413,407.12</b>

#### PENSION AND ANNUITY PAYMENTS

Pension Accumulation Fund	\$8,608,575.15
Annuity Reserve Fund	<u>\$1,680,768.71</u>
Total Payments	<b>10,289,343.86</b>

#### NUMBER OF RETIREES AND BENEFICIARIES BY TYPE

Superannuation	271
Accidental Disability	35
Ordinary Disability	5
Accidental Death	8
Surviving Spouses	<u>46</u>
Total	<b>365</b>

*Kevin Gill, Chairman  
Richard E. Smith  
Richard DeFelice  
Philip Rogers, Sr.  
Daniel Sherman*

*Cathy Cheek, Executive Director*

## *Report of the Wakefield Recreation Department*

The primary function of the Wakefield Recreation Department is to expand and improve recreational opportunities for Residents of all ages. The Recreation Department strives to provide fun, safe, quality, and affordable, programming for all our participants.

Wakefield Recreation is the central permitting department and scheduler for the use of sports fields, parks, and tennis courts within the Town.

Funds raised by the Department thru field permitting are made available to the Department of Public Works and reinvested for field improvements and maintenance, as well as investing in future Recreation Department programming and departmental needs.

In March of 2017, the Town of Wakefield took over the day to day operations of the Americal Civic Center. The Recreation Director, Dan McGrath, is also the Americal Civic Center Facility Supervisor. The main responsibilities include Drill Hall (Gym) and Heritage Room (meeting space) scheduling, as well as serving as tenant liaison.

With the addition of the Civic Center, we have been able to expand programming. We have added additional summer programming, vacation week programming, holiday programs, and Adult Pickleball. Pickleball is a racquet sport where players use low nets, paddles, and plastic balls. It's the fastest growing sport amongst adults in the United States. Wakefield is being dubbed the "Pickleball Mecca" of the North Shore. We hope to expand this programming going forward as our active adults are asking for more Pickleball and other active programming.

In 2018, the Recreation Department will continue to provide a variety of programming for people of all ages and abilities. The Department will work closely with youth and adult sports groups to provide safe, well maintained fields. We also look to make continued improvements to the Americal Civic Center and look forward to moving our central offices to that location.



# **Protection of Persons and Property**

## *Reports of*

CHIEF OF POLICE

PARKING CLERK

CHIEF OF THE FIRE DEPARTMENT

EMERGENCY MANAGEMENT DIRECTOR

FIRE ALARM & TRAFFIC SIGNAL

BUILDING DEPARTMENT

BUILDING INSPECTOR

GAS INSPECTOR

WIRE INSPECTOR

ANIMAL CONTROL/ANIMAL INSPECTOR

ZONING BOARD OF APPEALS





## *Report of the Police Department*

On behalf of the men and women of the Wakefield Police Department, it is my pleasure to provide you with the annual report for calendar year 2017.

There are many challenges in modern day policing. Opioid addiction, human trafficking, domestic violence, handling mental illness as well as a host of other societal issues are all now the issues that municipal police officers deal with on a daily basis. School issues, juvenile issues, marijuana legalization, drug use and abuse are some to name a few.

Thankfully, our officers are well equipped and well trained to deal with these issues as complex as they may be. Nonetheless, they are all part of a tangled web of 2017 society.

As you read this report you will see that our officers are police officers, clinicians, listeners, problem solvers, surrogate clergy, comforters, parents, confidants and helpers to society. They are also fathers, mothers, sisters, brothers, sons and daughters. You will read of the great work done by our creative officers. You will also read of some incredibly sad stories; stories of loss, despair, heartbreak. But you will also read of great stories; redemption.

I would like to take a minute to thank the Senior Staff as well as the many other officers who assisted in making this report a viable, documented and complete treatise of the activities of the Wakefield Police Department in 2017.



### January

On January 15th multiple officers responded to a residence on Byron Street for an out of control male party. Upon arrival they were met by a man who was out of control and swearing at officers. It was soon determined that this individual suffers from mental health issues. He was threatening Officers Shawn Conway, Russell Carman, Matt Powers, and Officer Kelley Tobyne. This individual continued his belligerent behavior and approached in close proximity with clinched fists and appeared to be preparing for an assault on officers. They were able to take him to the ground without injury. As officers continued to deal with this behavior, one of our Crisis Intervention Team (CIT) members Officer Rob Haladay was working in the station and assisted with the filing for an emergency committal to the hospital with Eliot Community Human Services. He was transported without incident.

On January 11, 2017 Officer John Whaley was on patrol on Salem Street when his attention was drawn to two males that were standing outside of a Toyota Camry that was parked at a local gas station. The two males were looking around nervously while one was manipulating a cell phone. Although they were parked adjacent to a pump, neither individual was pumping gas. Shortly thereafter a gray Honda Accord pulled up next to them. One of the males entered the Accord and then exited after a short period. Based on his training and experience, Officer Whaley believed that a drug transaction had just taken place. The Honda Accord exited the lot and accelerated onto the highway heading south on Route 128 while the Camry exited and headed east on Salem Street. With additional units in the area, motor vehicle stops were conducted on both vehicles. As officers spoke with all parties involved it was clear that there stories were inconsistent with one another. Further investigation by Officer Whaley resulted in him locating several large bundles of money totaling over \$6,000. At this time he requested the assistance of a narcotics K9. Officer Ellenton and K9 Stryka of the Danvers Police Department responded to his location which resulted in the K9 alerting to the dashboard area of the vehicle. Following this the Accord was seized and held at WPD headquarters pending a search warrant application which was later secured by Wakefield Detectives. With additional assistance from the Sergeant Panzini and K9 Xando of the Everett Police Department, a “drug hide” was located behind the center console. Stashed inside of this was over \$28,000 cash and 200 Oxycodone pills. The vehicle was seized and this individual from Methuen is now facing felony Drug Trafficking charges.



On January 26th Officer Matt Warren was dispatched to Shaw's for a report of a shoplifting of baby formula and the suspect had fled toward Nahant Street possibly in an older model Toyota. Soon thereafter Officers Warren, Gerry Holleran, and Detective Jack Ryan were able to locate a male party fitting the description walking on Harding Road. Officers were able to observe several items bulging out of the pockets of his jacket. Further investigation resulted in locating 21 bottles of baby formula with a total value of \$350. He was taken into custody with charges filed through Malden District Court.

On January 29th Sergeant Mike Ryan and Officers Kyle Meehan, Shane Pelletier, and John Whaley were dispatched to Eaton Street for a report that a female in a parked motor vehicle was approached by a male in plain clothes claiming to be a Wakefield Police Officer. The suspect was known to the responders and Officer Meehan was able to observe him leaving the area operating a Nissan sedan. He was able to conduct a motor vehicle stop on Eaton Street as the subject was attempting to flee the area. Further investigation resulted in this party being taken into custody for Operating Under the Influence of Liquor and Impersonating a Police Officer. He was transported to the station where he was extremely combative and struggled with officers in the booking room. They were forced to use their department issued pepper spray in order to gain further control of the subject.

### February

On February 17th at approximately 5:00 p.m. Detectives Chris Grace and Jack Ryan were conducting surveillance in the parking lot of the Wakefield Inn located at #595 North Avenue where they have made several drug arrests in the past. While monitoring this area they observed a black Mercury Mountaineer park in front of the building. An individual entered the vehicle for a short time and the operator drove around the lot for a brief period and then the passenger exited. Believing that a drug transaction had just taken place, they approached the individual that was now on foot who confirmed that he had just purchased heroin. Subsequently a motor vehicle stop was conducted on the Mercury on North Avenue. Further investigation resulted in the male operator from East Boston being taken into custody and charged with Distribution of a Class A Substance (Heroin).

The Peabody Police Department responded to a residence in their town on February 19 for a report of a possible double homicide. Due to the gruesome circumstances surrounding the report, the NEMLEC SWAT team was called in for assistance. Wakefield Sergeant Jon Burnham, a key member of that unit, assisted in the initial entry and safe securing of that residence. No suspects were found at the time, however this team continued tracking for two days until they were able to make a very high risk arrest on one of the suspects at an apartment complex in Peabody. The second suspect was located days later in South Carolina.

On February 22nd at approximately 7:45 p.m. Sergeant Joe Anderson and Officers John Whaley, David Rando, and Kyle Meehan were dispatched to the area of #360 Audubon Road for a reported car fire. Upon arrival they observed a Subaru Legacy engulfed in flames in a wooded area adjacent to the building. A female party was located in the area who was hysterically crying and appeared to be under the influence of liquor. She advised officers that she was driving from Market Street and trying to get to Gloucester. She also stated that she had been with a friend. Officers immediately began to search the area with the assistance of K9 Dozer and his handler Officer Dave Rando. They were not able to locate any other individuals in the area. Shortly thereafter they were able to confirm that the friend had made it home safely. Sergeant Anderson was able to confirm that this female had consumed several drinks at Davios Restaurant earlier in the evening. She was taken into custody and charged with OUI Liquor.



### March

On March 5th at approximately 7:10 p.m. Officer John Whaley was monitoring the parking lot located at #595 North Avenue when his attention was drawn to a male party that was pacing back and forth in front of the Lakeside Inn Hotel. This individual appeared to be looking around nervously and was talking on his cell phone. Soon thereafter a black Toyota Corolla pulled up and the male party entered the passenger side. After approximately one minute he exited the vehicle. Based on his training and experience, Officer Whaley believed that a drug transaction had just taken place. Officer Whaley approached the vehicle and spoke with the operator who did not have a plausible explanation for the brief encounter. Upon further investigation, Officer Whaley observed a large sandwich baggie with a large quantity of marijuana along with a digital scale and several other Ziploc baggies. Further investigation resulted in finding a BB gun that was hidden and looked exactly like a real firearm. This individual will be facing drug distribution charges through Malden District Court. It should be noted that all drug transactions, including those involving marijuana, have a high potential for violence.

At approximately 3:00 p.m. on March 10th Officer Matt Warren was dispatched to the Cumberland Farms Store located at #200 Lowell Street

for a report of a past shoplifting. The clerk stated that a male party had entered the store and shopped around for a short period. He then brought several items to the counter for checkout. As the clerk was entering some of these items, the suspect ran out of the store and entered a white Nissan sedan which exited the parking lot at a high rate of speed. From the security footage Officer Warren was able to obtain a partial license plate of 4 digits on the suspect vehicle. He returned to the station and began running registry queries. He was able to find a vehicle that matched the style coming back to a residence on Salem Street in Wakefield. He responded to the residence and spoke to the registered owner of the vehicle, who also had a suspended license. She gave an implausible story in regards to the incident and refused to cooperate any further. Several days later Officer Matt Powers conducted a motor vehicle stop on the Nissan that was being operated by the female. In the passenger seat was a male party out of Revere who matched the suspect description. After further investigation it was determined that this was the party from the security video and he was charged with the shoplifting. The female party was also charged as a conspirator in the crime as officers were able to determine that she was operating the vehicle at the time of the theft.



### April

On April 11th at 1:30 a.m. Officer Mark Parr was traveling east on Nahant Street when he observed a vehicle pass by him at a very high rate of speed for this winding roadway, approximately 55 mph in a 25 mph

zone. He was able to turn his cruiser around and catch up to the vehicle at the intersection with Main Street. He was conducted a stop on Broadway at which time he noticed heavy front end damage to the Mazda SUV. While speaking with the operator he detected a moderate odor of an alcoholic beverage coming from the female operator and she appeared disoriented. She was unsteady on her feet as she exited the vehicle and after a series of field sobriety tests she was taken into custody and charged with OUI Liquor (2nd Offense), Operating to Endanger, and Speeding. After a thorough search, officers were unable to determine the crash location.



On April 14th at approximately 8:15 p.m. Officer John Whaley was traveling northbound on Salem Street when he observed a white Dodge Neon heading southbound without its headlights illuminated. He was able to conduct a motor vehicle stop and observed the passenger moving around in the front compartment. These movements were consistent with someone that was attempting to conceal something such as contraband or weapons. The operator appeared nervous upon approach and the passenger sat awkwardly with his feet together, possibly trying to hide something under the seat. When back-up arrived he ordered both male parties out of the vehicle, during which time he detected a strong odor of marijuana. During this interaction the operator repeatedly manipulated an unknown object located in his pants pocket. After further investigation Officer Whaley located a sandwich baggie with several glassine vials containing a white powdery substance that was determined to be cocaine. The total weight of the illegal substance was 23 grams and this individual was taken into custody and charged with Trafficking in a Class "B" Substance.

On April 23rd at 12:30 a.m. Officer Matt Chambers responded to the area of Nahant Street near Mount Pleasant Avenue for a report of a vehicle crash into a telephone pole. Witnesses on scene stated that a male operator had fled the scene on foot wearing a red sweatshirt and blue jeans. At this time back-up officers set up a perimeter and began searching for the suspect. After several minutes an individual matching the description was located by Officer Matt Surette on Farm Street. A system check showed that he had multiple warrants out of Chelsea District Court. While being searched incident to arrest Officer Surette located a black switch blade knife in his pocket. He is now facing several additional charges through Malden District Court.

### May

On May 3rd at approximately 8:00 p.m. Sergeant Geoff Eriksen along with Officers Rob Haladay and Ryan Doran responded to the area of Melvin Street and Richardson Street for a motor vehicle crash. They were met by the reporting party, who stated that her vehicle was struck by a red sedan that fled without exchanging information. Officers immediately began a search of the area and were able to locate the suspect vehicle on Herbert Street, however it was unoccupied. They were soon able to locate a male and female party at #4 Herbert Street that matched the description of the occupants that was given to them by a witness. The witness also reported that the male operator had switched to the passenger seat after the collision. After further investigation the officers were able to determine that the male party was operating under the influence of liquor. As they attempted to place the 33 year old out of Wakefield into custody, he began to tense up while clenching his fists after disobeying numerous verbal commands. They were eventually able to secure him without injury and he is facing multiple charges to include OUI Liquor (2nd Offense).

On May 4th at approximately 9:00 p.m. Officer Matt Warren was monitoring traffic at the intersection of Water Street and Vernon Street when his attention was drawn to a BMW sedan that suddenly accelerated through the intersection heading east on Water Street. The vehicle accelerated further and eventually spun its tires while making a left turn onto Montrose Avenue. Officer Warren was able to conduct a motor vehicle stop in the area of Ledgewood Road. As he spoke with the operator he detected a strong odor of mouthwash coming from his breath. Believing that this was used to mask the odor of an alcoholic beverage he continued with the investigation. After a series of field sobriety tests the



39 year old male out of Burlington was taken into custody and charged with OUI Liquor (3rd Offense).

On May 17th at approximately 4:30 p.m. Officer John Whaley was heading northbound on Salem Street when his attention was drawn to a black Volkswagen Passat travelling directly in front of him. He watched the vehicle as it swerved from side to side in the lane and crossed over the double yellow line several times. The operator appeared to be distracted by something on his lap as he continued to look up and down. He was able to conduct a stop and spoke with the male operator. During this encounter he detected a strong odor of marijuana emanating from the vehicle. Further investigation resulted in locating several bags with a brown powdery substance that appeared to be packaged for sale, which later tested positive for the powerful opioid Fentanyl. He was taken into custody and charged with Possession with Intent to Distribute a Class "A" Drug. On May 22nd at approximately 7:15 p.m. Officer Whaley was monitoring traffic in the area of Water Street and Preston Street when he noticed an Acura sedan that was known to him from previous incidents related to drug activity parked with 2 male occupants. The two occupants were looking around nervously as they waited in the car. Soon thereafter he observed a Nissan Altima pull up next to the Acura. A male from the Acura exited and entered the Nissan and then exited after a very short period. Believing that a drug transaction had just taken place, officers conducted stops on both vehicles. Further investigation resulted in the seizure of over 1 pound of marijuana and \$2,300 in U.S. currency. A male party from Saugus is being charged with Distribution of a Class "D" Drug.



### June

On June 1st at approximately 12:00 a.m. Officer John Whaley was conducting security checks of the 24 hour businesses on Salem Street when his attention was drawn to a black Infiniti G35 parked at the Irving Gas Station. The vehicle moved from the Irving lot and turned onto Montrose Avenue. A short while later the vehicle returned to the area, proceeded slowly past the Irving Station, and eventually parked in the Dunkin Donuts lot which was closed at this time. All of the vehicles lights were turned off as the male operator exited on foot and walked around the Irving Station. He eventually entered the store and after approximately one minute, he exited and sprinted towards the area of his vehicle. Officer Whaley immediately radioed his observations in to our dispatch center and moved towards the male party. Dispatch had just received a 911 call from the store that they had indeed been robbed, stating the male party claimed to have a gun and reached towards his waist as he demanded money. Officer Whaley was able to catch this individual prior to him getting back into his vehicle. After a brief struggle he was secured and taken into custody. After a search of the area no firearm was found, however a silver knife was located in his front pocket. This male party out of Wakefield is facing multiple felony charges including Armed Robbery. This was outstanding police work by Officer Whaley that likely prevented additional crimes by this individual and brought an immediate sense of justice to the innocent victim.

On June 3rd at approximately 2:30 a.m. Officer Shawn Conway was checking the area of Landrigan Field when he observed a dark colored vehicle travel past his location toward the Northeast Vocational School. Knowing that both the school and the reservation area are closed at this time, he headed toward that area and found the vehicle parked in front of the school. He observed a female operator and a male passenger as he approached. As he spoke to the female operator he noticed that her speech was slurred and there was a strong odor of an alcoholic beverage coming from her breath. After further investigation she was taken into custody and charged with Operating Under the Influence of Liquor.

On June 8th at approximately 10:25 a.m. Detectives Chris Grace and Jack Ryan were conducting surveillance in the area of Chestnut Street and Emerson Street where they had reason to believe that drug transactions were being made. The detectives observed a male party exit his residence at #45 Chestnut Street and stand outside and appeared to be waiting for someone. After a few minutes, a gray Lincoln SUV pulled up and the male party entered the vehicle. They drove for approximately 200 feet

and the male party exited on Emerson Street in the area of Saint Joseph School. Based on their training and experience, the detectives believed that a drug sale had just taken place. They spoke to the male party on foot who confirmed that he had just purchased a small amount of heroin from two male parties inside of the Lincoln SUV. That vehicle was later stopped and both parties were taken into custody and are facing multiple drug distribution charges.

On June 10th at approximately 2:00 p.m. Officer Matt Warren was on patrol in the area of Walton Street when he observed a male and female that were both known to him from previous drug activity looking around and talking on the phone. After a short time he observed a Honda Van registered out of NH pull down the street at a slow rate of speed. After a short time he observed the female enter the vehicle, conduct an exchange with the operator, and then exit while stuffing something into her shorts pocket. He conducted a motor vehicle stop on the Van and after further investigation he was able to determine that the female had sold 50 Clonidine pills to the male operator. She was taken into custody and charged with Distribution of a Class E Substance.



On June 11th at approximately 7:00 p.m. Officer David Rando and K9 Dozer were dispatched to North Reading to assist in the search of occupants that had fled from a stolen motor vehicle. They were able to establish a track down a dirt path through a wooded area. This continued for approximately one hour through areas of heavy brush and mud. Eventually they reached an open area and observed a blue tarp in the distance. K9 Dozer continued to alert toward this area. Located hiding

under the tarp were a male and female suspect from the car theft who also had outstanding warrants. They were taken into custody by North Reading Police.

On June 15th Officer Kyle Meehan was dispatched to #163 Water Street for a report of a past breaking and entering. At approximately 4:00 p.m. the homeowner advised that she left her residence approximately one hour prior and returned to find a window screen out of place and a rear window to be open. She then observed a male party standing in her backyard who soon fled the area. In her home she observed a red backpack that was left behind by the suspect. She was able to give a detailed description of the male in question. Officer Meehan had encountered a male party out of Lowell walking on Aborn Avenue during his routine patrol at approximately 2:00 a.m. on this date. The subject matched the description and was wearing similar clothing and the same style red backpack. After further investigation this male party will be charged with the crime. They drove for approximately 200 feet and the male party exited on Emerson Street in the area of Saint Joseph School. Based on their training and experience, the detectives believed that a drug sale had just taken place. They spoke to the male party on foot who confirmed that he had just purchased a small amount of heroin from two male parties inside of the Lincoln SUV. That vehicle was later stopped and both parties were taken into custody and are facing multiple drug distribution charges.



The month of June proved to be a difficult one for our public schools, with three deaths of recent former graduates. Our School Resource Officers Kelley Tobyne and Jason Skillings played a vital role in the coordination of assistance to all of those in need. We mourn the loss as a community and hope for brighter days ahead. On a more positive note, Officer Tobyne was able to assist with the “Keep Me Safe” program graduation at the Beebe Library. We were also able to present a “Certificate of Recognition” to Karen Vasquez Vincente, a student at the Woodville Elementary School who helped our officers with translation during a recent medical aid call that involved a language barrier.



### July

On July 2nd at approximately 3:15 p.m. we received a call from the Reading Police Department requesting a K-9 for a missing elderly male. The temperatures were above 90 degrees and there was a concern for the well-being of this individual. Officer David Rando and K-9 Dozer responded and began a track from the residence on Condor Road. K-9 Dozer was able to establish a track that led him to the Forest Glen Cemetery in Reading. Shortly thereafter the subject was located safely by Reading PD in a wooded at the rear of the cemetery.

On July 6th at approximately 4:45 p.m. Officer John Whaley was traveling on Lake Street when he observed a black Acura that was directly in front of him fail to signal a left turn onto Broadway. He conducted a motor vehicle stop and approached the male operator. As he

approached he observed a female in the front passenger seat moving around in a quick manner. There were also two young children in the rear seat who belonged to the operator. The operator appeared unusually nervous as he engaged in routine questions. The operator had just made a stop at a residence that is known for drug activity. Further investigation revealed that the operator had just sold heroin to a male party on Bartley Street. Subsequently the male party out of Lynn was taken into custody and charged with Distribution of a Class A Substance, and 2 counts of Reckless Endangerment of a Child. Our Family Services Officer Amy Toothaker assisted with the children who were later placed into DCF custody.

On July 9th at approximately 1:00 a.m. Officer Shaun Conway was monitoring traffic on North Avenue in the area of the Galvin Middle School when he observed a vehicle pass by his location that was weaving and crossing over the center. He was able to get behind the vehicle which continued in an erratic manner until he could conduct a stop. As he approached the driver's side window he could detect a strong odor of an alcoholic beverage and he was able to observe a bottle of liquor in the front passenger compartment. Following a series of field sobriety tests the male party out of Reading was taken into custody and charged with OUI Liquor and Possession of an Open Container of Alcohol.

Sergeant Tom Flynn was attending a family gathering in Maine when his one month old niece began choking with an obstructed airway. Sergeant Flynn immediately began rescue measures to clear the airway while stabilizing the infant until paramedics arrived.

Once again, I would like to commend the efforts of our entire department for another outstanding performance during the July 4<sup>th</sup> events. Each year the challenges grow and our creative men and women rise to the occasion. With the increasing threat of terrorism, we must augment our planning and safety protocols to meet those threats which continue to manifest in ever changing ways.



### August

On August 4th at approximately 1:00 a.m. Officer Matt Powers was monitoring traffic on Farm Street when he observed a gray sedan headed inbound from Saugus at 62 mph in this 30 mph zone. Fortunately he was able to quickly conduct a stop just prior to Water Street, as her speed and operation could have resulted in a crash at that intersection. Officer Powers noticed a strong odor of an alcoholic beverage coming from the female operator and was able to ascertain that she was on her way home to Wilmington from a bar in Boston. Following a series of field sobriety tests, she was taken into custody and charged with OUI Liquor.

On August 8th at approximately 2:00 a.m., Officer Kyle Meehan was monitoring traffic on North Avenue when he observed a white sedan operating without a rear plate light. He conducted a stop and spoke to the female operator from Woburn. He was able to detect a strong odor of marijuana coming from the vehicle and observed a baggie that contained what appeared to be more than one ounce of marijuana. He was also able to observe a scale on the floor of the driver's side, which is often indicative of drug sales. Further investigation revealed that she was in fact selling to individuals in Wakefield. She was taken into custody and is facing distribution charges in Malden District Court.

On August 22nd Sergeant Tom Flynn and Officer DJ Morales responded to the area of #574 Salem Street for a report of a single motor vehicle crash. Upon arrival they observed a vehicle that had crashed head on into a telephone pole. The male operator was slumped over the wheel and did not appear to be breathing. Risking their own safety, these officers pulled



the male from the vehicle and were able to move him to a safe area. Soon thereafter the male party was able to gain consciousness. Based on observations it was believed that this party out of Lynnfield was under the influence of drugs. After being treated by Action Ambulance personnel, he was taken into custody and charged with OUI Drugs and Operating after a Revoked License (2nd Offense).



### September

On September 1 at approximately 10:45 p.m., Officer John Whaley was on patrol when he heard a radio transmission from Lynn PD that they were looking for a 2010 Ford Explorer that had just been stolen from a convenience store. Officer Whaley parked his cruiser in the break down lane on 128 South near exit 40. Within minutes he observed the stolen vehicle pass by him at approximately 65 mph while swerving in and out of the marked lanes. He was able to radio this to our dispatch center who in turn notified the State Police. A trooper was able to pick up the vehicle in Burlington. Officer Whaley continued until enough State Police Units were involved for safety purposes. As he returned to Wakefield the Explorer continued south for many miles and ended up finally being stopped in Plymouth after striking several State Police cruisers. Two suspects were taken into custody and are facing many charges.

On September 8 at approximately 12:10 p.m. Officer Shane Pelletier was conducting stationary radar on Lowell Street while being assigned to the motorcycle unit. At this time he observed a light colored motorcycle pass by his location at 50 mph. He then activated his emergency lights and attempted a traffic stop. The male operator passed several cars that were stopped in traffic on Lowell Street and made a right turn onto Vernon



Street where he accelerated at a high rate of speed. At this time Off. Pelletier discontinued the pursuit for safety reasons. Several minutes later, Detective Ken Silva who was in an unmarked vehicle observed the suspect at the exit 43 off ramp to route 128 north. The motorcycle came to a stop and they were able to take the subject into custody without incident.

Detectives Chris Grace and Jack Ryan were working with detectives from the State Police on September 18 on a drug investigation, centered on #119 New Salem Street. This was a result of information that they received describing two suspicious packages that may contain a large quantity of marijuana that were sent by an unknown party and scheduled to be delivered to this address. At approximately 9:15 a.m. these two packages were delivered as described to the front steps by UPS. The box was retrieved by a female party and brought inside. They soon observed a white male arrive in a silver BMW and enter the residence. The same male exited a few minutes later carrying a large bag and entered the BMW. He then left and officers were able to conduct a traffic stop on Farm Street. Several pounds of marijuana were located in the vehicle as well as at the residence. This case remains under investigation with charges to follow.

On September 21 Officer Matt Chambers was on patrol in the area of Farm Street and Water Street when he observed a dark colored sedan turn right onto Water Street through a red light without stopping. He was able to conduct a traffic stop and approached the male operator. Officer Chambers was able to detect and odor of an alcoholic beverage as he spoke with the subject and he then conducted a series of field sobriety tests. During this interaction a loaded firearm in his possession, one that he did have a valid license for. The subject was taken into custody and charged with OUI Liquor (2nd Offense), and Carrying a Firearm While Under the Influence.



### October

Vandalism reports were received on October 2nd regarding spray paint at both the Walton School as well as in a wooded area along Crystal Lake. Both “tagging” incidents appeared to be similar in nature based on the evidence that was left at the scene and appeared to involve juvenile participants. After further investigation, School Officer Kelley Tobyne was able to identify a male juvenile as the primary suspect. After failing to cooperate with police, this individual will be facing charges through Cambridge Juvenile Court.

On October 4th we received a report of malicious destruction to a motor vehicle on Hemlock Road in the area of Wakefield High School. The victim advised officers that a male party had entered his unlocked vehicle without permission. When confronted, the suspect punched the rear passenger door causing a dent and also broke the rear tail light of the vehicle as the victim attempted to drive away. After a description of the suspect was broadcast, Officer Kyle Meehan was able to locate the individual on Nahant Street heading away from the scene. After a brief struggle, he was able to take the subject into custody without injury.

Officers, on October 9th, were dispatched to the area of #512 North Avenue for a report of a motor vehicle crash where one of the operators had fled the scene. Upon arrival, officers were informed that a grey Jeep Wrangler had sideswiped another motor vehicle on Interstate 95 and then exited at Exit 39. The suspect vehicle then drove onto the front lawn at

#512 North Avenue causing damage as it accelerated away at a high rate of speed and out of view of the victim. The witness was able to get a partial plate of "TH1." Sgt. Geoff Eriksen was able to run multiple queries through the registry and narrow the possibilities down to two that were registered in this area. Officer Joe Lyons responded to one of those addresses in Reading where he located a matching vehicle with what appeared to be fresh damage consistent with the recent report. Charges are pending through Malden District Court.

On October 20th Officer Matt Surette conducted a motor vehicle stop on Vernon Street at New Salem Street on a Mitsubishi that was operating in an erratic manner. As he approached the male operator he noticed his pupils to be pin point and appeared confused. Following this interaction, Officer Surette requested that the male party step out of the vehicle and perform a series of field sobriety tests. The subject was extremely unsteady on his feet and was slow and lethargic. After further investigation the individual was taken into custody and charged with OUI Drugs and Possession of a Class "A" Drug (Heroin).

On October 21 Sergeant Joe Anderson was traveling on North Avenue when he observed a Chrysler with a NH registration weaving within its travel lane and operating at a very low speed. He ran a registry query which came back showing "stolen" status. He then waited for back-up officers in the area and conducted a motor vehicle stop. After further investigation it was confirmed that the vehicle had been stolen out of Nashua, NH. After giving a false name and information, the operator was taken into custody on an outstanding warrant and charged with Larceny of a Motor Vehicle and Submitting False Information.

On October 31, Halloween, Officer DJ Morales was on patrol in the area of Albion Street at Foundry Street when he observed a dark colored SUV traveling closely behind the vehicle in front. The SUV suddenly swerved into the opposite side of the road and accelerated heavily as it passed the vehicle in front and continued at a very high rate of speed heading westbound. Officer Morales was able to quickly conduct a stop and approached the operator as Officer John Whaley arrived as back-up. He appeared dazed and confused as and had an odor of an alcoholic beverage was emanating from his person. As Officer Morales attempted to conduct field sobriety tests, the subject became enraged and punched out the rear window of the SUV, causing glass to spray on both the suspect and Officer Morales. He then began screaming and challenging officers in a belligerent manner as they struggled to take him into custody. This

behavior continued throughout the booking process as he was charged with OUI Liquor and Reckless Operation.\



We would like to congratulate Officer Joe Lyons who was recently selected as the “Officer of the Quarter” for his consistently strong performance. Officer Lyons started with the WPD in 2012 after transferring from the Nahant Police Department. He is a member of our motorcycle unit, the NEMLEC regional motorcycle unit, and is a certified Taser instructor. On September 17, 2017 we received a call for an unarmed robbery in the area of the Sunoco Gas Station on Salem Street and the suspect had fled the scene. Officer Lyons was able to successfully piece together the information, locate the assailant, and take him into custody. He is very thorough, performs at a high level on a consistent basis, and is a mentor to our newer officers.

### November

On November 6<sup>th</sup> Officer Kyle Meehan was on patrol in the area of North Avenue and Broadway when he observed a green Volvo operating with an expired inspection sticker. He activated the emergency lights and conducted a traffic stop. He approached the driver’s side window and was immediately overwhelmed by the smell of an alcoholic beverage emanating from inside of the vehicle. Behind the driver’s seat he observed a partially open brown paper bag containing four nips. After further investigation and a series of field sobriety tests, the male operator out of Woburn was taken into custody for Operating Under the Influence of Liquor.

On November 11<sup>th</sup> Sergeant Jon Burnham was on patrol on North Avenue when he observed a Ford F-150 weaving within its own lane, and almost

striking a curb in the area of Prospect Street. He was able to catch up the vehicle and conduct a stop in the area of Shore Road. While speaking with the operator he observed his speech to be slurred. After further investigation and a series of field sobriety tests, the male subject out of Wakefield was taken into custody and charged with Operating Under the Influence of Liquor and Unlicensed Operation of a Motor Vehicle.

On November 20<sup>th</sup> Officer D.J. Morales was monitoring traffic in the area of Salem Street and Pleasure Island Road when he observed a vehicle fail to stop for the red light at this intersection. He was able to conduct a traffic stop in front of the Irving Gas Station. The operator attempted to exit the vehicle, however Off. Morales was able to prevent him from stepping out into traffic. The operator had a strong odor of an alcoholic beverage coming from his person and his speech was slurred. After a series of field sobriety tests, the male party out of Saugus was taken into custody and charged with OUI Liquor (3<sup>rd</sup> Offense).

On November 25<sup>th</sup> Officers Matt Chambers, D.J. Morales, and Shane Pelletier were dispatched to the area of 436 Water Street for a report of a vehicle that was damaged while driving. Upon arrival they spoke with an 18 year old female from Wakefield who advised that the rear window of her 2004 Dodge Caravan was shattered by something while she was operating on Water Street. Officers immediately canvassed the area and they observed a male party approximately 100 yards from the scene wearing a hooded sweatshirt and carrying multiple backpacks. The individual was found to be carrying a double-edged knife as well as a BB gun. This male party out of Saugus, who was visiting a friend on Water Street, is now facing multiple charges. Fortunately officers were able to quickly resolve this dangerous incident before any further damage and/or injuries may have occurred.

On November 26<sup>th</sup> Officer Matt Surette was monitoring traffic in the area of Albion Street and Broadway when he observed a black sedan heading inbound from Stoneham at 71 MPH. The vehicle made a high speed turn onto Broadway and accelerated heading east. Officer Surette lost sight of the sedan as he continued in the same direction. As he approached the intersection of North Avenue he noticed that the vehicle had spun out of control and struck a light pole in front of Jiffy Lube. Officer Surette was able to get to the vehicle quickly and provide medical attention and also ensure that the operator was not able to flee from the scene. After further investigation, the male subject out of Wakefield was taken into custody

and charged with OUI Liquor, Negligent Operation of a Motor Vehicle, and Unlicensed Operation.

#### December

On December 5th several officers were dispatched to a residence on Salem Street for a report of a teenage male that had barricaded himself in his room and was in possession of multiple knives. Officers were able to make a quick assessment of the situation after speaking with the mother and determined that an immediate action plan was necessary, as he had made threats to harm himself and other family members. Within a very short period of time officers established a verbal dialogue with the male party and were then able to make entry into the room. They were able to remove the knives and create a safe environment. He was transported safely to the hospital by ambulance for further evaluation.

On December 17th Officer Kyle Meehan was on patrol on North Avenue when his attention was drawn to a white sedan traveling north bound at a high rate of speed, later confirmed by radar to be 50 MPH in a 30 MPH zone. He was able to conduct a motor vehicle stop in the area of Winn Street. As he spoke with the female operator he was detected an odor of alcoholic beverage coming from her breath. After a series of field sobriety tests, the female party out of Billerica was taken into custody and charged with OUI Liquor and Speeding.

On December 18th Officer Shane Pelletier was monitoring traffic in the area of Farm Street and June Circle when he observed a black BMW traveling inbound without a rear tail light illuminated. He moved from his stationary position and was able to conduct a motor vehicle stop on Nahant Street. The male operator handed Officer Pelletier a California driver's license and stated that he was on his way to Wakefield from Everett. A registry check showed that the operator had a suspended license in Massachusetts along with a default warrant out of Brighton District Court. During this time officers observed several high end jackets that were still on hangers, all varying shapes and sizes. None of the items were in bags and there were no receipts associated with the items. There were also multiple shoes in boxes, all varying in size along with several pairs of high end sunglasses. Based on the amounts listed on the tags, approximately \$4,000 worth of merchandise was found in various locations inside of the vehicle. After further investigation, he was charged with Operating after Suspension and Receiving Stolen Property.



### **PERSONNEL**

We would like to congratulate our newest Sergeant, Thomas Flynn, who was promoted on May 16th. Sergeant Flynn has been with our department since 2013 and has worked in our night patrol division. He is also a member of our bicycle unit. Sergeant Flynn is a graduate of Wakefield High School and hold a Bachelor of Science in Criminal Justice from Salem State College. Sergeant Flynn is a solid leader who promotes community partnerships and we wish him the best in his new position.

### **TRAINING**

During the month of February, School Resource Officer Kelley Tobyne completed a 40 hour RADkids safety instructor program in Dennis, MA. The RADkids program is a national leader in children's safety, with the target population at approximately the 4th grade level. The curriculum meets, and in many cases exceeds, the foundational education standards for elementary physical education and health in all 50 states. Instructors teach, train and empower children with real skills so they can recognize, avoid, resist, and if necessary escape violence or harm in their lives. Our second School Resource Officer for the public schools, Jason Skillings, will be completing the program in the near future. The goal is to work with Director of Athletics, Health, and Wellness Brendan Kent in order to bring this exciting opportunity into some of our schools next year.

During April school vacation week we completed our annual “active shooter” training using the Northeast Vocational School. This building can easily be used for large scale practice events as we are able to block off the far end of Hemlock Road. Led by Sergeant Sean Beede, this year included professionals from the Wakefield Fire Department and Action

Ambulance which allowed us to incorporate extractions due to serious injuries in a high stress environment. Officers received additional CPR/First Aid instruction from members of Action and WFD and all responders had the opportunity to view a live K9 track performed by Dozer with handler Officer Dave Rando. We will continue to build each year on what has always been one of our most important and successful training events.

From August 15-18, Officers John Whaley and Matt Chambers along with clinician Jennifer Waczkowski attended the 2017 CIT International Conference in Fort Lauderdale, FL. This was a great opportunity to learn and network with others from around the world to discuss best practices in the area of mental health and emotional disturbances. Jennifer also attended an extra training day where she received official certification as a CIT Coordinator. This was funded through our Department of Mental Health grant.

During the third week in September our department hosted the Massachusetts Child Passenger Safety Installation Program. Classes included new seats technicians as well as existing technicians completing their recertification. Our department has been very active in this area over the years and continue our commitment to the program. We also hosted a free child seat check day at our Department on September 22nd for all members of our community, which was in addition to our weekly appointments.

On November 7th School Resource Officers Kelley Tobyne and Jason Skillings and Wakefield Health Department's Catherine Dhingra presented at the NEPN (Northeast Professional Educators Network) Conference. Their workshop exceeded capacity & was standing room only. The discussion titled "RISKY BUSINESS" focused on utilizing local & regional Youth Risk Behavior Data trends to address issues such as substance misuse, bullying, and mental health, with an emphasis on school district, police, and community collaborations.

In November we hosted a Rape Aggression Defense (RAD) training for the Wakefield High School Girls Ice Hockey team. This was a great "team building" event for the girls and a tremendous opportunity for us to give them some lessons that they can use well beyond their high school years.





### **AWARDS AND RECOGNITION**

Detective Ken Silva was in Washington D.C. during the week of January 15th along with members of the NEMLEC Regional Response Team for the Presidential Inauguration. He was sworn in as a temporary Deputy United States Marshall along with approximately 3,500 officers from around the country for the events that were held over several days. We are proud of his work and glad that he made it home safely.

On April 25th Officer Amy Rando was presented with the Rotary's "Service Above Self" award at their annual banquet held at the Wakefield Sheraton Conference Center. Off. Rando is our Family Services Officer and performs tirelessly each end every day assisting those in in need in our community. Her work with domestic violence victims, mental health, substance abuse, and elder affairs just to name a few continues to impress everyone that she is involved with and it was great to see her recognized for her efforts.

On October 12th our Department received state Re-Certification from the Massachusetts Police Accreditation Commission for the third time since 2011. The process is required every three years in order to maintain this status, which focuses on continuing the best policies, procedures, and practices not only locally, but around the country.



On November 9th Detective Ken Silva, a Veteran of the United States Marine Corps, gave a speech to the Galvin School Students at their annual Veterans Day Assembly. Detective Silva served a tour in Iraq during Operation Enduring Freedom. This was a powerful message that he delivered about what Veterans Day means to both him and his family. He was joined on stage by his brother, Wakefield Fire Department Lieutenant Cliff Silva, who is also a Veteran of the United States Marine Corps.

Sergeant Tom Flynn was selected as the “Officer of the Quarter” in April for assisting an elderly crime victim. Sergeant Flynn has been with the department since 2013 and works in our night patrol division. In February he was called to a residence for a report of a past larceny. During this time he spoke with an 84 year old victim who told him that approximately \$1,200 cash was missing from one of her drawers. Sgt. Flynn conducted a thorough investigation, and with the assistance of our detective division they were able to establish probable cause that a cleaner that had access to this area during had indeed stolen the money. The employee has been terminated and charges are pending with restitution soon to be made to the victim.

Officer John Whaley was selected as the “Officer of the Quarter” in July for apprehension of an armed robbery suspect. Off. Whaley was conducting security checks of the 24-hour businesses on Salem Street when his attention was drawn to a black Infiniti G35 parked at the Irving Gas Station. The vehicle moved from the Irving lot and turned onto Montrose Avenue. A short while later the vehicle returned to the area, proceeded slowly past the Irving Station, and eventually parked in the Dunkin Donuts lot which was closed at this time. All of the vehicles lights were turned off as the male operator exited on foot and walked around the Irving Station. He eventually entered the store and after

approximately one minute, he exited and sprinted towards the area of his vehicle. Officer Whaley immediately radioed his observations in to our dispatch center and moved towards the male party. Dispatch had just received a 911 call from the store that they had indeed been robbed, stating the male party claimed to have a gun and reached towards his waist as he demanded money. Officer Whaley was able to catch this individual prior to him getting back into his vehicle. After a brief struggle he was secured and taken into custody. After a search of the area no firearm was found, however a silver knife was located in his front pocket.

Officer Joe Lyons was selected as the “Officer of the Quarter” in September for his consistently strong performance. Officer Lyons started with the WPD in 2012 after transferring from the Nahant Police Department. He is a member of our motorcycle unit, the NEMLEC regional motorcycle unit, and is a certified Taser instructor. On September 17, 2017 we received a call for an unarmed robbery in the area of the Sunoco Gas Station on Salem Street and the suspect had fled the scene. Officer Lyons was able to successfully piece together the information, locate the assailant, and take him into custody. He is very thorough, performs at a high level on a consistent basis, and is a mentor to our newer officers.

Officer Shawn Conway was selected for the "Officer of the Quarter" award in December. Officer Conway has been with the Department since February of 2015. He displays a consistent commitment to the job on a daily basis, always willing to go the extra mile for a fellow officer or for a citizen. He has performed at a high level in multiple areas since his arrival and works diligently at any assignment that he is given. Officer Conway exemplifies the community policing philosophy and is a credit to both the WPD and the Town of Wakefield.

### **COMMUNITY SERVICE**

During the month of January, School Resource Officer and CIT member Kelly Tobyne was busy instructing mental health classes. On January 23rd and 25th she presented an 8-hour “Youth Mental Health First Aid” training to members of the staff from the Lucius Beebe Library. Off. Tobyne is a certified instructor for this class and has taught multiple times here in Wakefield over the last several years to various local groups. This was once again met with rave reviews. On January 28th she presented a 2-hour “Mental Health 101” training along with Donna Kausek, a licensed Mental Health Counselor from Eliot Community Human

Services, to approximately 30 staff members of the Interfaith Food Pantry to help better assist some of their customers.

In mid-January, nearly 1,000 activity books were donated to the Wakefield Police Department. The books were designed and donated by Roberta Sapphire, who hosts a local television show in Sharon, “The Law, Your Money, and You!” that informs the public on a variety of topics, including state laws, scams and identity theft, and tips for small businesses. Ms. Sapphire coordinated with Lt. Scott Reboulet to bring the books to Wakefield. Each “Police Officers Are Our Friends” book is customized to include specific members of the Wakefield Police Department, along with places and events in town. The activity book is designed to not only educate children about the department, but to foster relationships between young citizens and police. The department’s elementary School Resource Officer will distribute some of the books to students, and additional copies will be available in the station’s lobby.

During the month of February we were able to work with the Wakefield Rotary Club to help raise money for our K9 program through a drawing contest. Kids around town were able to submit drawings and the Rotary Club generously donated \$10 for each one. A total of \$670 was raised in just a few weeks. Several of the contestants had the opportunity to come to the station and have their picture taken with Officer David Rando and K9 Dozer. Thanks to the Wakefield Rotary for once again stepping up to help keep this very popular program moving forward.

On April 29th we participated in the national prescription drug take back day here at the station. Evidence Supervisor Sergeant Kevin McCaul accepted walk-ins for several hours and the event was well attended. This collection along with our daily drop-off box in the lobby resulted in over 300 pounds of unneeded medications being taken away for destruction. This is a large amount of drugs that could have ended up in the wrong hands and oftentimes contributes to the opioid addiction crisis that continues to plague our nation.

School Resource Officer Kelley Tobyne and Jason Skillings set up a booth with one of our close partners, Eliot Community Human Services, at the Community Mental Health Forum which took place at the Savings Bank Theater in May. This was a very successful event for community members, especially parents of teenage children. We are fortunate to be part of a strong network that recognizes and supports the needs of those who suffer from mental illness and emotional disturbances.

The “National Walk to School Day” was another success this May and we were proud to have been able to assist at all elementary schools in order to ensure a safe and pleasant day. Fortunately the weather was nice and the event was well attended by both parents and students. The crowd seems to grow each year and it is a great opportunity for everyone to get out for some exercise.

On August 8th several members of the Wakefield Police Department were able to participate in a game of whiffle ball with local campers from the YMCA at Lake Quannapowitt. Approximately 70 kids from Wakefield and surrounding towns were in attendance to join our officers for an afternoon of fun and competition. Officers were a little nervous when some campers showed up wearing batting gloves, however Officer Jason Skillings pitched a fine game and we ended up holding our own in what has become an annual event. Thanks to everyone for a great opportunity to engage our youngsters in a fun and relaxed environment.\



From August 14-25, our School Resource Officers Mike Pietrantonio, Kelley Tobyne, and Jason Skillings supervised a “Summer Safety Camp” in conjunction with the Stoneham Police for youths ages 8-12. Students were taught safety skills that were centered on the nationally recognized “RadKids” program, which teaches, trains, and empowers children with real skills so they can recognize, avoid, resist, and if necessary escape violence or harm. Kids were learning and building each day, culminating in a final physical test where they would have to use verbal and defensive skills to break free from a potential abductor and run to a parent. This was the first year for this summer program and it was given rave reviews. A tremendous amount of credit goes out to our School Resource Officers for the many hours of planning and preparation that began about one year

ago, as well as their ability to successfully maintain the safety and attention of approximately 30 students each week.

During the month of September Officer Amy Rando gave rides to elementary schools in a police car to two lucky students. The first was a winner of the Wakefield Alliance Against Violence (WAAV) raffle and the second was for the Human Rights Commission raffle. These students from the Greenwood and Woodville schools were thrilled and family members were invited to join in the morning festivities.

Our School Resource Officers were out in full force discussing Halloween Safety during the month of October. They also had the opportunity to read a book to several of our local elementary classes.

On October 4th we were once again able to assist the public schools with the national “Walk to School Day.” This is a busy event that brings out many students and parents and we are always happy to make a few new friends while providing an additional level of safety.

On October 6th we hosted a “Coffee With a Cop” event at Brothers Restaurant in support of Community Policing Week. This was a great opportunity to converse with our citizens in a light and relaxing atmosphere. A huge thank you to the staff at Brothers who have always been tremendous supporters of us.



The Wakefield Alliance Against Violence (WAAV) held its second annual 5K Road Race on October 14 to help benefit Domestic Violence Survivors during Domestic Violence Awareness Month. Once again

Officer Amy Rando spearheaded the effort and helped to raise over \$8,000 for this very worthy cause.

On October 28th we partnered with the Department of Justice and Drug Enforcement Agency to host a “Prescription Drug Take-Back Day.” Sgt. Kevin McCaul supervised this highly successful event which helps get old and unused drugs out of the hands of potential addicts by sending them off for destruction. We have conducted these events several times in the past and will continue to support this program.

During the month of November, several of our officers participated in the “No Shave November” campaign that has raised a significant amount of money for the charity “Cops for Kids with Cancer.” This has been a successful event that has gained a large following on our Facebook page, as we have posted several photos of our staff throughout their growth cycle.



School Resource Officers Kelley Tobyne and Jason Skillings ran a “RADKids” program over the holiday vacation week. This was a great indoor opportunity for the kids (as well as the parents) during a very cold stretch of weather. Students were taught safety skills that were centered on the nationally recognized “RADKids” program, which teaches, trains, and empowers children with real skills so they can recognize, avoid, resist, and if necessary escape violence or harm. Kids were learning and building each day, culminating in a final physical test where they would have to use verbal and defensive skills to break free from a potential abductor and run to a parent. This is a tremendous amount of work and we greatly appreciate their efforts.

We once again ran our annual “Toys for Tots” campaign that proved to be another very successful season with generous donations from our citizens.



The lobby was full on a daily basis and we were able to pack the back of our large command vehicle on multiple occasions for delivery. We would like to especially thank Detective Ken Silva for his hard work in this very special area along with all of our staff that pitched into help make a better holiday season for those that are less fortunate.

## **INVESTIGATIONS**

The majority of major investigations continue to circle around narcotics. Within the past year several investigations were conducted for the drug distribution activity. Detectives have had to assist with preventive measures along with Enforcement due to the increase in opioid drug overdose deaths around the region. Detectives met with Patients and families of opioid overdoses after the incident and offered them options to help with drug addiction.

Detectives continue working cooperatively with other police agencies in a regional collaboration in order to reduce drug distribution and other crimes in the region. There have been several arrests locally for drug dealing and in some of these cases large amounts of heroin, fentanyl, and other opiates were seized. In one notable case Detectives and Patrol Officers, in a joint investigation, arrested Erick Delrosario of Methuen MA for Trafficking opioids. Seized in the case was over 200 pills and drug proceeds. Detectives were able to identify local massage businesses as conducting sex for a fee opening up joint investigations with other agencies on human trafficking cases.

In addition to the narcotics work detectives investigated a number of serious crimes including continued work on a 2015 homicide case. Detectives followed up several serious crimes including a violent armed robbery at a local Inn. Based on a cooperative effort between Detectives and other agencies suspects were tentatively identified as being involving in this crime.

Several business and residential breaks occurred. Although this type of crime is the most difficult to solve detectives were able to locate suspects in some of these crimes. DNA continues to be an important tool in some of these cases as well as other types of crimes to confirm the identity of a suspect or suspects or to eliminate a person as a suspect. Although fingerprints appear to be old school policing with the advent of DNA they are still very important in today's policing in helping solve crime. In at least one home burglary finger prints were used to identify the suspect. In



most of these cases as well as other crimes it appears that the suspect's drug addiction is a factor in there commission.

Video surveillance continues to be a great help to Law Enforcement assisting the Department in solving robberies, house breaks, and other crimes. Usually, more common in commercial businesses such as banks and convenient stores, video surveillance is becoming prevalent in the residential application.

Detectives continue to investigate various types of fraud including Identity Theft and Credit Card fraud which continues to cost victims not only money but time in restoring their credit. There continues to be an increase in IRS scams where the suspects contact victims telling them they owe money and that there is an arrest warrant out for them and to wire money to clear up the case. Also, the suspects may ask for personal information from the victim in order to continue their criminal enterprise.

The Detective Division continues to act as liaison and assist the School Resource Officers with investigations involving juvenile delinquency, child abuse, sexual assault, bomb threats, runaways, vandalism, hate crimes, and social media related crimes, threats, criminal harassment, larceny, etc.

The Detective Division conducts background investigations on every new police officer candidate. These investigations are time consuming and costly but are very important to insure the Town of Wakefield receives the best candidate possible.

## STATISTICS

### TRAFFIC:

Arrest	87	2.6 %
Civil	302	9.1 %
Complaint	92	2.8 %
Warning	2783	84.3 %
Radar	1021	30.9 %

Average speed	47 MPH
Average speed limit	30 MPH
Average Speed over limit	17 MPH

### MOTOR VEHICLE VIOLATIONS:

	2017	2016	Change
Motor Vehicle Crashes	389	377	+ 3.18 %
Crashes w/ Injury	77	87	- 11.49 %
Crashes w/out Injury	312	290	+ 7.59 %
Crashes Inv. Pedestrians	8	12	- 33.33 %
Crashes Inv. Bicyclists	8	6	+ 33.33 %
Fatal	0	0	0.00 %

## CALLS FOR SERVICE:

2017	2016	Change
17600	17610	- 0.06 %

## ARRESTS:

	2017	2016	Change
Male:	196	167	+ 17.37 %
Female	55	50	+ 0.0 %
Total	251	217	+ 15.67 %

## SUMMONS:

	2017	2016	Change
Male	196	176	+ 11.36 %
Female	42	43	- 2.33 %
Total	238	219	+ 8.68 %

## ARRESTS / ADULT VS. JUVENILE:

	2017	2016	Change
Adult	243	204	+ 19.12 %
Juvenile	8	13	- 38.46 %
Total	251	217	+ 15.67 %

## PROTECTIVE CUSTODY:

	2017	2016	Change
Male	20	16	+ 25.00 %
Female	10	7	+ 42.86 %
Total	30	23	+ 30.43 %

CAR SEATS	141	176	- 19.89 %
-----------	-----	-----	-----------

## MAJOR CRIMES:

	2017	2016	Change
Homicide	0	2	- 100.00 %

Sex Offenses	24	19	+ 26.32 %
Robberies	8	7	+ 14.29 %
Burglary (Includes Breaking & Entering)	66	30	+ 120.00 %
Assaults	157	115	+ 36.52 %
Motor Vehicles Stolen	13	15	- 13.33 %
Larcenies (All Categories)	340	323	+ 5.26 %

**DRUG OVERDOSES:**

	2017	2016	Change
Total:	75	51	+ 47.06 %
Fatal:	8	8	0.00 %
Non-Fatal:	67	43	+ 55.81 %
Narcan used:	59	24	+ 145.83 %

**PARKING:**

Tickets Issued	1072
Tickets Paid	998
Tickets Unpaid	74
Parking Fines Collected	\$ 36,250.00

**FUNDS RETURNED TO THE TOWN:**

Paid Detail 10% Surcharge	\$ 24,719.69
Firearms Licensing	\$ 5,987.50
Accident Report Fees	\$ 2,275.00
Alarm Receipts	\$ 175.00
Solicitor Permits	\$ 490.00
Parking Enforcement Fines Collected	\$ 36,250.00

The above filed reports speaks to the credibility, trust and community involvement the Wakefield Police Department has built and aims to endure as we move forward. Thanks to the creativity and forward thinking of all staff here at WPD, we were able to build a solid foundation from where we can continue to build in the future.

Complacency is the bane of many police departments, large and small. When complacency sets in, it marks the beginning of the end for that department. For that reason, and of course for many more, our officers

remain engaged in our role and continue to train, create and think about the awesome responsibility they share. The men and women of the Wakefield Police are here for the community. Always have been; always will be. Thank you for taking the time to read our 2017 annual report.

A handwritten signature in blue ink that reads "Richard E. Gertz". The signature is written in a cursive, flowing style.

Chief of Police

***TOWN OF WAKEFIELD***

***FIRE DEPARTMENT***

***&***

***EMERGENCY MANAGEMENT***



## **REPORT OF THE FIRE DEPARTMENT**

I am pleased to present the Annual Report of the Wakefield Fire Department for calendar year 2017.

The Wakefield Fire Department continued to receive significant financial aid in the form of state and federal grants during 2017. This grant assistance has become essential to the operation of the department. This year federal grant funding for approximately \$45,455 was used to purchase a set of battery-powered hydraulic rescue tools that can be utilized in remote areas away from fire apparatus and in confined-space applications. A federal grant for the replacement of the department's air bags and forcible entry tools will be applied for in 2018. A state grant has also been applied for to help replace worn out infrastructure to the department's radio system and for the purchase of fiber optic cable for this system. State funding pays for the training and response costs associated with the department's participation in the regional hazardous materials and technical rescue response teams.

Calendar year 2017 saw the completion and delivery of a new 1250 gallon-per-minute pumper that will serve the department well for many years to come. The new engine has been designated Engine 1 and will be quartered at fire headquarters in the Public Safety Building. This new pumper represents a significant investment by the town as it strives to keep its fleet of fire apparatus up to date and reliable.

Wakefield has many ongoing construction projects underway underscoring the need for a strong Fire Prevention Bureau staffed with a full-time Fire Prevention Officer. The ability of the department to monitor these projects and follow up on fire safety and enforcement issues in the community has significantly improved since this position was re-instated in 2012.

### **EMERGENCY INCIDENT RESPONSE**

During 2017 the Wakefield Fire Department responded to 3,736 emergency incidents, including 3,332 Still Alarms and 404 Box Alarms. This represents a 1.3% decrease over last year's responses. Wakefield had one civilian fire death in 2017. The department responded to three fires in 2017 requiring a multiple-alarm response.

Firefighters under the command of Captain Thomas Purcell responded to a reported structure fire in a two-family residence at 17 Stark Avenue during the evening of March 23. Firefighters arrived within two minutes of being dispatched to find fire showing on two sides of the structure. A second alarm was struck bringing firefighters from the Melrose, Reading, Stoneham and North Reading fire departments to the scene and Woburn and Lynnfield to cover fire headquarters. The fire was quickly knocked down but caused heavy fire damage to the entire first floor unit and severe smoke and heat damage to the remainder of the building. All four residents of the building were displaced for an extended period until repairs could be made to the house. The cause of this fire was determined to be the accidental ignition of clothes in a basket placed on top of a stove after one of the burners was inadvertently turned on. There were no reported injuries as a result of this fire.

Captain Christopher Smith led Wakefield firefighters responding to Wakefield's second multiple alarm fire of 2017 in a commercial building at 7 Hart Street during the morning of August 9. Crews arrived to find heavy smoke pouring from the building. Entry was quickly gained to the structure but extremely heavy smoke conditions initially hampered firefighters in their attempt to locate the seat of the fire. A second alarm was struck for manpower bringing crews from Melrose, North Reading, Reading and Stoneham to the scene. The fire was located and contained to an area at the rear of the second floor. The wooden flooring and adjacent floor supports in this area sustained considerable fire damage, while the remainder of the building suffered smoke damage. An investigation determined the cause of the fire to be overturned temporary lighting that ignited nearby combustibles and wooden flooring under it. There were no injuries as a result of this fire. A Woburn engine and Lynnfield ladder truck covered fire headquarters during this incident.

The most serious fire of 2017 occurred at 123-125 Water Street during the evening of September 4. Firefighters under the command of Captain Paul Pronco responded to a reported structure fire in a 6-unit apartment building at this location. On arrival, firefighters found heavy fire showing from several windows at the rear of the second floor as well as an additional report of a person trapped inside the apartment where the fire started. A second alarm was struck summoning firefighters from North Reading, Reading Melrose and Stoneham. The fire was contained at an apartment at the rear of the second floor. Sadly, the sole occupant of that apartment, a 71-year-old mobility-impaired woman, was not able to escape the fire and died at the scene. Troopers from the State Fire Marshal's Office along with local police and fire officials investigated the

fire and determined the fire to be accidental, most likely due to the ignition of bedding caused by smoking in bed.

There were several other significant fire incidents that occurred during 2017.

Firefighters under Captain Paul Pronco responded to a fire at 9 Carriage Lane during the evening of January 31. Firefighters arrived to find a heavy smoke condition on the second floor and quickly determined the cause to be a clothes dryer fire. The fire was quickly confined to that area, but not before it had caused considerable smoke damage throughout the second floor. There were no injuries as a result of this fire, however, the family occupying the home was displaced for several days.

Firefighters under the command of Acting Captain Robert Taggart responded to a structure fire at 90 Myrtle Avenue during the early morning of April 7. Firefighters were initially dispatched to the Renwick Road area before being redirected by the police to Myrtle Avenue. First arriving firefighters encountered a fire on the rear wall of the residence rapidly extending into a three-season porch. The fire was quickly contained to this area but caused considerable smoke damage throughout the residence. The three occupants of the house were displaced until repairs could be made. The cause of the fire appeared to be an arcing electrical cord that was damaged when it was caught between a basement bulkhead door and its framing. There were no injuries to any responding firefighters or residents. The Stoneham Fire Department assisted at the scene while a Reading engine covered headquarters.

Firefighters under the direction of Captain Brian Purcell responded to a reported structure fire at the Colonial Point Apartment building at 95 Audubon Road during the evening of August 15. Crews quickly found a fire inside the first floor main electrical room creating a smoke condition in the area as well as on several upper floors as the smoke made its way into the elevator shafts. The Wakefield Municipal Gas and Light Department (WMGLD) quickly responded and shut down power to the building, allowing firefighters to extinguish the fire. Many occupants of the 176-unit apartment building evacuated to the parking lot while electricians called to the scene by the property owner made emergency repairs to the electrical system. Additional firefighters from Lynnfield, Reading and Stoneham as well as units from Action Ambulance were called to the scene to help triage any occupants with medical needs and assist them with evacuating the building. The Wakefield Police Department responded and assisted with crowd control as the parking lot



was congested with several hundred residents from the complex. The Red Cross responded to the scene to provide food and water to the occupants and Rehab 5, a volunteer group, provided drinks and snacks for first responders. Power was eventually restored to the building after several hours. There were no injuries as a result of this fire and the occupants were able to remain in the complex, preventing the need to open an emergency shelter. Excellent cooperation between firefighters, police officers, WMGLD workers, paramedics and the electrical workers resulted in the rapid control of a dangerous situation that could have easily displaced hundreds of residents for an extended period of time.

Captain Thomas Purcell led crews that responded to a reported fire at the Park Crossing Condominiums at 234 Water Street during the afternoon of November 4. A brief investigation turned up a fire inside the washing machine of a third-floor unit. The fire was quickly contained to the washing machine but caused a considerable smoke condition throughout the unit and adjacent third floor corridors. The cause of the fire was determined to be an unknown mechanical failure inside the washer. There were no injuries and no one was displaced as a result of the fire.

Wakefield firefighters led by Captain Brian Purcell responded to Mike's Gym at 10 Broadway, after smoke was spotted coming from the building during the evening of November 9. Firefighters soon determined the source of the fire to be a malfunctioning sign on the front of the building. Power to the sign was disconnected and the fire was quickly extinguished. The cause of the fire was determined to be a burned-out ballast in the sign. There was no other damage to the building and no one was injured.

A deep-seated fire in the leaf pile at the Nahant Street town pit taxed the department during the last week of December. The fire self-ignited due to the spontaneous release of heat that results from the breakdown of compost materials. The fire was extremely difficult to extinguish due to the size and height of the pile and extremely cold temperatures in the region during the end of December. The department worked whenever possible with the Wakefield Department of Public Works (DPW) utilizing heavy equipment to pull apart and extinguished the fire. Extremely cold temperatures prevented the department from establishing a water supply line into the pit area, forcing a water shuttle operation where water was applied to hot spots one tank at a time. The department's pumping engines began to freeze up if operated for too long in the frigid temperatures. The department will monitor the situation in the pit area and conduct a more thorough check of the pile to complete extinguishment once the weather warms up above freezing.

There were several non-fire related incidents that were noteworthy in 2017.

Crews operating under Captain Randy Hudson responded to a reported multiple-car accident with trapped occupants during the morning of February 8. Icy conditions on Route 95 resulted in the collision of approximately 55 vehicles including tanker trucks, flat tops and other commercial vehicles mixed in with passenger cars. Firefighters worked quickly to triage the injured while additional firefighters and ambulances were called to the scene. Firefighters from Lynnfield, North Reading, Reading and Melrose assisted at the scene while Saugus firefighters covered headquarters. Ambulances and tow trucks from all over the region responded to assist at the scene. Surprisingly, only eight people were injured and none of them seriously. Equally amazing was the fact that none of the trapped occupants required the use of any hydraulic rescue equipment (Jaws of Life) to free them. The wrecked vehicles were towed to the Comverse parking lot on Quannapowitt Parkway so that the highway could be cleared as quickly as possible. Quick and efficient cooperation between firefighters, law enforcement, ambulance crews and tow truck operators prevented a very serious accident from turning into a potential tragedy. A Melrose fire engine was involved in a separate accident while working the scene of another car accident further north on Route 95 that occurred during this incident. Fortunately the Melrose firefighters aboard the fire engine were not seriously injured.

Firefighters under the command of Captain Paul Pronco responded to a reported motor vehicle accident involving a tanker truck on Route 95 southbound just before exit 39 at North Avenue shortly after midnight on March 11. Wakefield and Reading firefighters arrived within minutes to find an 11,500-gallon gasoline tanker that had collided with two other vehicles before striking and coming to rest on the Jersey barrier. The tanker then partially separated from the truck cab before it rolled over the Jersey barrier and landed in the high-speed lane on the northbound side of the highway. Incredibly, there were only minor injuries to all the vehicle occupants and the tanker did not explode. Firefighters quickly set up a unified command with local and state police agencies. A water supply was established to a hydrant some 950 feet away on Walker's Brook Drive. An absorbent material was applied to each of the five leaking manholes on each compartment of the tanker that were all actively leaking gasoline. Nearby storm drains were also diked to keep gasoline from entering the drainage system and nearby Lake Quannapowitt. The Massachusetts District 2 Hazardous Materials Response Team, the

Massport Fire Department, The Massachusetts Department of Fire Services, the Massachusetts Department of Transportation and the Massachusetts Department of Environmental Protection all sent personnel to the scene. Chief Sullivan assumed overall command of the incident as the hazardous materials team developed a plan to mitigate the incident. Highway traffic was shut down in both directions. Hazardous Materials Technicians, under the protection of Massport, Reading and Wakefield firefighters with charged hose lines and firefighting foam, drilled into each tanker compartment and pumped out the gasoline into another tanker truck parked nearby. As each compartment was emptied, dry ice was placed into it to prevent flammable fumes from igniting. This process took some nine hours to complete with ambient temperatures hovering around 12 degrees and winds that often gusted to more than 40 mph. Traffic on Route 95 was backed up for miles as traffic was diverted to the on and off ramps on the southbound side and Quannapowitt Parkway on the northbound side of the highway. Hard work by well-trained firefighters and dozens of other emergency personnel from various agencies resulted in the loss of less than 50 gallons of gasoline out of a total of 11,500. The successful outcome of the entire operation is a testament to the courage, skill and determination of all those who responded to this incident.

Crews led by Captain Christopher Smith responded to Hartshorne Cove on Lake Quannapowitt on the morning of July 16 after receiving reports that a body had been discovered in the lake near the floral path off Church Street. Upon their arrival, firefighters found that an adult male had been pulled to the shore by Wakefield Police Officers. Unfortunately the man had been deceased for an unknown period of time and could not be revived.

Firefighters under the direction of Captain Randy Hudson responded to a report of an overturned boat in Lake Quannapowitt about noon on September 1. Firefighters quickly launched the department's fire boat and rescued the two occupants who had been in the cold water approximately 20 minutes. The mast of the sailboat had become stuck in the mud at the bottom of the lake and was later retrieved by members of the Quannapowitt Yacht Club. Windy conditions and choppy waters made the rescue of the boaters as well as the recovery of the sailboat more difficult.

Wakefield was hit by a heavy rain storm accompanied by high winds during the early morning hours of October 30. The storm caused several power outages including a large area of the North Ward and Montrose

sections of town for several hours. Downed trees and large limbs took out power lines, stuck homes and blocked streets on Briarwood Lane, Friend Street, Lowell Street, Mackenzie Lane, Park Street, Parker Road and Whittier Road. Wakefield once again benefitted from having its own light department as employees from the WMGLD worked quickly to restore the outages. In most cases within several hours and in all areas by noon on October 30. Crews from the DPW quickly cleared blocked streets of trees and debris. The department responded to 15 emergencies involving water leaks, arcing wires and downed trees and power lines related to the storm.

Firefighters under the command of Acting Captain Joseph Albert responded to Crystal Lake on the morning of December 28 after receiving reports of a deer in distress out on the ice. Department members donned cold weather survival suits in the frigid temperatures and managed to rescue the deer from the ice using some rope and an ice rescue sled. The deer was found to be severely injured, in deep shock, and sadly had to be euthanized shortly after it was rescued.

The Wakefield Fire Department responded to 52 requests for mutual aid during 2017.

Mutual aid responses included fires in Lynnfield, Malden, Melrose, North Reading, Reading, Saugus, Stoneham and Woburn. A crew from Engine 2 led by Lieutenant Joseph Albert assisted the Stoneham Fire Department at the scene of a wind-driven brush fire on Pine Street near the DPW facility during the afternoon of April 16. A crew from Engine 2 under the direction of Acting Lieutenant Daniel Hancock assisted the Saugus Fire Department at the scene of a 2-alarm fire at 435 Walnut Street during the afternoon of May 3 that sent Wakefield Firefighter Erik Cole to the hospital to be treated for heat exhaustion. A crew from Engine 2 led by Lieutenant Michael Long covered a vacant Revere fire station during a 4-alarm fire in that community during the morning of June 13. Lieutenant Robert Taggart led firefighters from Engine 2 at the scene of a 3-alarm fire at 62 Goss Avenue in Melrose during the afternoon of June 18. Lieutenant Michael Long and a crew from Engine 2 responded to a 3-alarm fire in Melrose during the afternoon of September 27 that sadly took the life of an elderly occupant. A crew from Engine 2 under the command of Lieutenant Sean Curran assisted the Woburn Fire Department at the scene of a 3-alarm fire at 23 Hart Place during the evening of December 17.

Wakefield firefighters assisted at two large fires in the region during 2017. Lieutenant Phil Preston, Firefighter Jonathan O'Brien and Firefighter James DeMartino, along with more than 100 other area firefighters responded to a 6-alarm fire at 52 Sanborn Street in Reading during the afternoon and evening of June 1. This fire involved a former high school building that had been converted into a 40-unit condominium building, resulting in a response from more than a dozen departments before finally being extinguished some 12 hours later. A crew from Engine 1 consisting of Lieutenant John Mercurio, Firefighter Daniel Hancock and Firefighter Sean Giampa assisted the Waltham Fire Department at the scene of an 8-alarm fire at a group of former mill buildings being converted into condominiums. The recently installed sprinkler system had yet to be turned on, causing the fire to gain considerable headway before the arrival of firefighters and eventually destroying 5 separate buildings. More than 100 firefighters from a dozen communities battled the fire through the night and well into the next day. Wakefield's crew did not return home until 4 P.M. that afternoon.

Lieutenant Michael Long and Firefighter Steven Bivens responded along with other members of the Northeast Massachusetts Technical Rescue Team to the scene of a wall collapse at 327 Lowell Street in Peabody during the early evening of August 28. The team worked to recover the body of an adult male who was killed when a retaining wall collapsed on him. The Northeast Homeland Security Regional Advisory Council reimburses the department for all training and incident response expenses associated with this team.

## **PERSONNEL**

As of December 31, 2017, the Wakefield Fire Department consisted of 51 personnel: The Fire Chief, five Captains, including a Captain assigned as Fire Prevention Officer, 12 Lieutenants, 32 firefighters; and one civilian administrative secretary.

Calendar year 2017 brought some personnel changes to the Wakefield Fire Department.

Wakefield Firefighter Daniel Marsinelli retired on June 21 after serving with the department for more than 28 years. Marsinelli was appointed a permanent firefighter on January 26, 1989. He was a member of the Massachusetts District 2 Hazardous Materials Response Team and was the senior firefighter on Group 4 at the time of his retirement. Marsinelli received a Medal of Valor from the Massachusetts Department of Fire

Services as well as a local department commendation for his actions in rescuing a woman from a smoke-filled hallway during a fire at the Rockledge Apartments on December 20, 1997. The department will miss Firefighter Marsinelli's experience and wishes him a long and healthy retirement.

The retirement of Firefighter Marsinelli resulted in the appointment of recruit Firefighter Joseph Treacy to the department on November 1, 2017. Firefighter Treacy is a Wakefield native and a veteran of the United States Navy. He is presently enrolled in a ten-week training program with the Massachusetts Firefighting Academy with an anticipated graduation date of January 22, 2018. The department welcomes Firefighter Treacy and wishes him a long and productive career in the fire service.

### **APPARATUS & EQUIPMENT**

The Department accepted delivery of a new 1250 gallon-per-minute (GPM) pumper truck in August of this year and has designated the new truck as Engine 1. This new pumper truck will replace the 2006 Seagrave 1250 GPM truck of the same capacity as a front-line pumper and will serve the town well for many years. The 1996 pumper, known as Engine 4, will continue to serve the department as a reserve pumper quartered at the Greenwood Fire Station. The former Engine 1 has been renumbered to Engine 5 and will serve as a reserve pumper quartered at fire headquarters at the Public Safety Building.

The Department received a federal Assistance to Firefighters Grant (AFG) totaling \$45,455 to be used towards the purchase of a set of battery-powered hydraulic rescue equipment. This AFG grant funded 90% of the cost of this equipment with the remaining 10% local match coming from a Fiscal Year 2018 Capital Outlay request. This equipment requested under the AFG grant will include a hydraulic cutter, a spreader, a combination cutter/spreader unit, a set of hydraulic rams and a portable power unit. The new tools are equipped with built-in hydraulic reservoirs, eliminating the need for cumbersome cables. The battery-operated tools will also be much quieter than the gasoline-powered unit currently used in remote locations. The tools are lighter and do not generate carbon monoxide during their operation, allowing them to be used in situations involving confined spaces.

Town Meeting authorized the expenditure of \$180,000 during the fall of 2016 for upgrades and improvements to the radio system infrastructure

for both the police and fire departments, including radio receivers, repeaters, comparators and associated equipment. The requested funding would also add an additional repeater site at the Northeast Regional Vocational School for police and fire radio systems, boosting the radio signal for this area of town. The present Verizon copper phone lines that connect the various receivers with the Public Safety Building and the main repeater on the Hart's Hill water tower are obsolete and fail often during inclement weather rendering one or more receivers inoperative. The new equipment will utilize fiber optic cable to connect the receivers and repeaters, making the radio system for both departments more efficient and safe.

All the department's pumper engines, fire hose, ground ladders, air compressor and breathing apparatus were inspected, tested and certified during 2017. The aerial ladder for Ladder 1 was also inspected and certified.

## TRAINING

The department participated in many training programs this year, including programs offered by the Massachusetts Firefighting Academy as well as outside vendors brought in to train on specialized topics. During 2017 the Wakefield Fire Department conducted training sessions covering the following topics:

- Water and ice rescue procedures at Lake Quannapowitt and Crystal Lake including the use of the two fire boats operated by the department.
- High-rise firefighting procedures including the use of standpipe systems.
- Basic ladder and hose handling techniques.
- Annual training with the department's hydraulic rescue tools including the "Jaws of Life," hydraulic rams, jacks and air bags. All groups trained with the new battery-operated hydraulic tools purchased this year.
- Practice of aerial ladder pipe set up procedures for the ladder truck.
- Procedures involving the use of the department's multi-gas detectors and responses to carbon monoxide emergencies.
- Review Chimney fire procedures and related operations.
- Conduct drills on new and existing streets in Wakefield.
- Review of emergency dispatch and radio procedures.

- Review procedures involving electrical emergencies and associated hazards.
- Conduct training on natural gas and propane related emergency calls and associated hazards.
- Participate in emergency medical training classes sponsored by Action Ambulance as part of their Emergency Medical Technician continuing education program.
- Department Officers participated in Incident Command System (ICS) training sponsored by the Massachusetts Emergency Management Agency to the level of ICS 400 for Captains and ICS 300 for Lieutenants.
- Participation in a familiarization tour of the sand filter facility at the Broadway pumping station at Crystal Lake.
- Conduct building familiarization tours of the new self-storage facility at 400 Audubon Road, the solar-array set-ups on the roofs of the parking garages at 600 and 700 Edgewater Drive, the Hallmark Health medical office building at 888 Main Street, and the Brightview assisted living facility at 21 Crescent Street.
- Participation in on-line classes sponsored by the Massachusetts Department of Fire Services on crowd control management at public venues and blasting operations at construction sites.
- Participation in a joint training session on incidents involving active shooters with the Wakefield Police Department, members of NEMLEC, and Action Ambulance held at the Northeast Regional Vocational School on April 19 and 20.
- Participation in a table top exercise with the Wakefield School and Police Departments on May 9 involving a simulated tornado touchdown in the Hemlock Road/Farm Street area including damage to the High School and Vocational School.
- Training with the self-contained breathing apparatus as well as practicing procedures needed to rescue downed firefighters. The entire department participated in a class sponsored by the Massachusetts Firefighting Academy on Rapid Intervention Team strategies for rescuing trapped and injured firefighters from June 5 to 8 and again on October 16 to 19.
- Participation in a class on Truck Company Operations conducted by On Scene Training Associates out of New Jersey from June 12 to 15.
- Conducted roof cutting procedures on a vacant house on Sweetser Street from August 3 to 6.
- Participation in a class on Engine Company Operations conducted by On Scene Training out of New Jersey from August 15 to 18.



- Conducted roof cutting procedures and hose evolutions in a vacant property at 640 Main Street during September and October.
- Participation in a class sponsored by the Massachusetts Firefighting Academy in October on Fire Behavior and suppression techniques involving transitional fire attack.

Captain Paul Pronco and Firefighter Steven Bivens continue to be active members of the Northeast Massachusetts Technical Rescue Team, which became operational in February of 2010. Firefighter Daniel Marsinelli retired in June from the department and the District 2 Hazardous Materials Response Team. Firefighter Marsinelli was replaced by Lieutenant Michael Long, who left the technical rescue team to join the hazardous materials team.

### **FIRE PREVENTION – FIRE SAFETY EDUCATION**

The department conducted in-service inspections of all commercial and industrial properties in town during 2017. As a result, 597 business fire inspections were conducted in the community between March and December of 2017 by on-duty firefighters operating on a ready-to-respond basis. An additional 80 quarterly inspections of school buildings, nursing homes, hotels and boarding homes were also conducted. Another 24 inspections directly related to local and state licensing of restaurants, group homes, day care centers and after-school programs were completed. The Fire Prevention Officer or Fire Chief completed more than 94 compliance inspections during 2017 to ensure that any potential violations or hazards discovered were corrected. These inspections have also resulted in updated emergency business contacts for these properties, allowing property owners to be notified quickly so that they can respond to an emergency scene. These in-service inspections also have the added benefit of familiarizing department members with the floor plans and individual hazards associated within buildings prior to an emergency situation. The department worked closely monitored the July 4th parade and fireworks as well as a blasting project on Lovis Avenue.

The calendar year 2017 has brought an abundance of construction activity to Wakefield. Many buildings were demolished in preparation for new construction including locations on Butler Avenue, Crescent Street, Evergreen Street, Hart Street, Main Street, Middlesex Street, North Avenue, Richardson Street, Sweetser Street, Sylvan Avenue and Water Street. The department's Fire Prevention Bureau closely monitored and completed final inspections of large construction projects at the

Brightview assisted living facility at 21 Crescent Street, a three-story apartment building at 600 North Avenue and a two-story medical office building at 888 Main Street. Large solar panel arrays have been installed on top of the parking garages at 600 and 700 Edgewater Drive that will provide supplemental power for those office buildings. The building at 400 Audubon Road has been converted to an enormous self-storage facility. Several new restaurants opened in Wakefield including the Public Kitchen in downtown Wakefield. The basement of the Dollar Tree store in downtown Wakefield has been converted to a self-storage facility. The department continues to conduct plan reviews of dozens of residential additions, new homes and commercial tenant fit-ups in many locations around Wakefield.

The year 2018 promises to be another busy construction year for Wakefield as a large construction project involving a five-story, 60-unit condominium complex with commercial spaces at 175 North Avenue will be finished by March of 2018. Several other mid-rise apartment and condominium projects have been approved for construction in 2018 for Bennett Street, Foundry Street and Main Street. Additional residential projects may be approved in the near future on Water Street, Foundry Street and Hopkins Street. A large self-storage facility has been proposed for the Water Street area. The Fire Prevention Bureau will closely monitor these developments during calendar year 2018.

The department presently does not have the necessary funding to conduct fire safety classes in the local school system. This is unfortunate since classroom instruction of fire safety and survival skills have been proven to save the lives of school-age children on many occasions state wide. Several large pre-schools in town including the preschool center at the Doyle School as well as some kindergarten classes visited both fire stations during 2017. Multiple fire drills were conducted at each school facility and the department assisted with multi-hazard evacuation drills at every public and private school in Wakefield during 2017. The department participates in school activities including guest reader days and fire truck washings whenever possible as it strives to increase its visibility in the school system and promote awareness on fire safety issues.

The re-instatement of the full-time Fire Prevention Officer position in 2012 continues to positively affect the department's ability to conduct enforcement responsibilities more efficiently and effectively. Commercial properties are being inspected and violations are followed up in a timely manner. Each duty shift is given the opportunity to conduct

walking tours of various commercial properties and major construction sites in town. This increases the awareness and overall operational safety of all department members by making them aware of specific safety hazards that they may encounter at the locations they visit.

### **CONCLUSION**

In conclusion, I am grateful to the community and especially our Selectmen, Finance Committee and our Town Administrator Stephen P. Maio for their ongoing support during the year. The new fire engine placed into service in 2017 will serve the town well for many years to come. As the Town enters 2018, my goals are to closely monitor the town's ongoing major construction projects, provide quality training programs for department members and to continue to advocate for and request funding for new fire department equipment.

I would like to thank all the members of the Wakefield Fire Department, the Wakefield Police Department, all other town boards, committees and departments and the citizens of Wakefield for their continued support and assistance.

Respectfully submitted,  
Chief Michael J. Sullivan  
Wakefield Fire Department

STATISTICAL REPORT FOR 2017

<b>BOX ALARMS</b>	<b>404</b>
<b>STILL ALARMS</b>	<b>3332</b>
<b>TOTAL ALARMS</b>	<b>3736</b>

Medical emergency / motor vehicle accident responses	2607
Alarm malfunctions / accidental alarm investigations	416
Public assistance / public service responses	147
Investigations of hazards, gas & smoke odors	154
Mutual aid responses to other communities	52
Water hazard emergency responses	44
Appliance fires / emergencies	32
Heating system emergency responses	18
Electrical fires / emergency responses	49
Hazardous materials incident responses	22
Carbon Monoxide detector investigations	91
Structure / Building fires	8
Brush & grass fires	55
Motor vehicle fires	9
Rubbish & dumpster fires	5
Malicious false alarms	13
Rescue responses (water rescue, elevator rescue)	14
Mutual aid assistance received by Wakefield	61

MULTIPLE ALARM FIRES – 2017

- 2 ALARMS BOX 315 – 17 STARK AVENUE - 9:15 P.M. – MARCH 23, 2017
- 2 ALARMS BOX 314 – 7 HART STREET - 7:16 A.M. – AUGUST 9, 2017
- 2 ALARMS BOX 3622 - 123-125 WATER STREET – 11:34 P.M. – SEPTEMBER 4, 2017

**EQUIPMENT USED 2017**

<b>EQUIPMENT</b>	<b>USAGE</b>
1 ½" Hose	1800 feet
1 ¾" Hose	4760 feet
2 ½" Hose	600 feet
3 " Hose	300 feet
4" Hose	2000 feet
Ladders	1504 feet
Air Masks Used	96 times
Salvage Covers Used	4 times
Smoke Ejectors Used	63 times
Fire Extinguishers Used	24 times
Thermal Cameras Used	76 times
Multi-gas Detectors Used	201 times

**APPARATUS RESPONSES 2017**

<b>UNIT</b>	<b>BOXES</b>	<b>STILLS</b>	<b>TOTAL</b>
Engine 1 – 2017 1250 GPM Seagrave Pumper	384	1966	2350
Engine 2 – 2000 1250 GPM Seagrave Pumper	374	673	1047
Engine 4 – 1996 1250 GPM Seagrave Pumper (Reserve)	31	122	153
Engine 5 – 2006 1250 GPM Seagrave Pumper (Reserve)	6	29	35
Ladder 1 – 2013 Seagrave 100' Aerial	378	616	994
Car 6 – 2011 Chevrolet Silverado Utility Truck	43	51	94
Car 2 – 2014 Ford Explorer 4WD Utility Vehicle	370	215	585

**ADDITIONAL APPARATUS OPERATED BY THE  
DEPARTMENT**

Car 1 – 2015 Ford Explorer 4WD Utility Vehicle –Assigned to the Fire Chief

Car 2 – 2014 Ford Explorer 4WD Utility Vehicle –Assigned to Captain - Shift Commander

Car 3 – 2002 Chevrolet Tahoe 4WD Utility Vehicle – Assigned to Fire Prevention Officer

Car 6 – 2011 Chevrolet Silverado 4WD Utility Truck

Marine Unit(s) – 1980 13' Boston Whaler & 1995 10' Avon Rubber Rescue Boat

Marine Unit Trailer – 2004 EZ Loader Trailer

Hazardous Materials Response Trailer – 2003 Car Mate 14' Cargo Trailer

### **FIRE PREVENTION REPORT FOR 2017**

Smoke Detector Certificates Issued	388
Oil Burner Permits Issued	110
Oil Storage Permitted (Gallons)	32,895
Propane Gas Storage Permits Issued	32
Flammable Liquid Storage Permits Issued	5
Sprinkler System Inspection, Test, Service Permits Issued	111
Fire Alarm System Inspection, Test, Service Permits Issued	269
Blasting / Fireworks Permits Issued	2
Fuel Tank Removal Permits Issued	67
In-Service Fire Prevention Inspections Conducted	597
New Fire Protection System Installation Permits Issued	103
Open Air Burning Permits Issued (Jan. – May)	77
Final Fire Alarm Acceptance Tests	89
Tank Truck Inspections	7
Fire Prevention Inspections Related to State/Local Licensing	24
Compliance Inspections conducted by Fire Prevention Officer	94
Miscellaneous Permits Issued	2
Quarterly Inspections Conducted (Schools, Hotels/Lodging Houses, Nursing Homes)	80

## **REPORT OF THE EMERGENCY MANAGEMENT DIRECTOR**

The Emergency Management department prepares for natural and man-made disasters, serving as the local branch of the Massachusetts Emergency Management Agency (MEMA) and of the Federal Emergency Management Agency (FEMA).

Wakefield continues to be an active member of the 22-community Mystic Regional Emergency Planning Committee (REPC). The Mystic REPC meets ten times during the year and works to conduct and coordinate emergency exercises and procedures throughout the area.

Wakefield subscribes to Code Red, an emergency notification telephone system that allows town officials to immediately notify residents and businesses via telephone of emergency situations and important community information. During 2017 no local emergency shelters needed to be opened.

The winter of 2016-17 was cold but did not produce any significant snow storms. As a result, there were fewer calls for water problems related to frozen pipes, ice dams etc. and the town did not need to apply for any federal assistance for storm-related events.

An Emergency Management Performance Grant (EMPG) was awarded in the summer of 2016 for \$6,460 that partially funded the replacement of four worn-out smoke exhaust fans used by the Wakefield Fire Department. Matching funds for these fans came from the town's Emergency Management Budget for FY 2017. These fans will be utilized in many different applications, including but not limited to: fires, hazardous materials incidents and incidents involving confined space rescues. Law enforcement activities that could require the use of these fans include clandestine drug labs, bomb scenes and terrorist incidents involving the use of nerve and chemical agents. The new fans are battery powered, allowing them to be used in areas remote from an electrical power source. An additional EMPG grant for \$6,460 for the purchase of fiber optic cable to support improvements to the department's radio system was applied for in the fall of 2017. The department hopes to obtain this grant in the spring of 2018.

The Emergency Management department participated along with the Wakefield Police and Fire and other agencies in an active shooter drill at

the Northeast Regional Vocational school on Hemlock Road on April 19 and 20. This drill, organized by the Wakefield Police Department, was designed to allow police, fire and EMS personnel an opportunity to examine their respective roles in an incident involving an active shooter. The drill was very informative and will provide the basis for the development of standard operating procedures regarding this type of situation. A table-top exercise sponsored by the Wakefield School Department examined a scenario involving the touch down of a tornado in the Hemlock Road area. Both the vocational and high schools were damaged by this simulated tornado and the various departments participating then acted out their respective roles in mitigating the emergency. The drill was successful and very instructive in terms of the challenges that Wakefield could face if such a disaster occurs.

The Town of Wakefield has decided to pursue the creation of a dedicated Emergency Manager position in town as opposed to the role currently being carried out by the Fire Chief. I will therefore strive to make this transition as smooth as possible for the new manager once that position is filled. I am confident that I have served the town in my capacity as Emergency Manager to the best of my ability and look forward to concentrating my efforts on fire department activities including those that overlap into emergency management.

I wish to express my sincere thanks to all department heads and their supervisors for their continued cooperation and assistance in serving on the Local Emergency Planning Committee.

Respectfully Submitted,  
Fire Chief Michael J. Sullivan  
Emergency Management Director



## *Report of the Fire Alarm and Traffic Signal Department*

The Fire Alarm and Traffic Signal Department maintains nineteen signalized intersections, thirteen municipal fire alarm circuits, and dispatch offices in both fire stations.

During the past year, this department responded to forty-four traffic related calls. Traffic poles were replaced at North Avenue/Albion Street, and at Main Street/Pitman Ave following traffic accidents. The traffic controller at Lowell Street and Vernon Street required replacement after an electrical surge during a storm. In addition to these calls, another fourteen calls for traffic lights out were handled. Pedestrian buttons were checked several times during the year and replaced as needed.

This marked the second year of a town wide, traffic equipment improvement plan. In 2016 a traffic survey was completed which identified recommended repairs and potential improvements with each individual intersection. The goal for 2017 was to begin work on the repairs identified in the survey. The bulk of this repair work involved vehicle detection equipment such as video equipment and in-road loop detectors.

Loop detectors were installed at all approaches at the Farm and Water Street intersection. Bad loops were also replaced at Main/Pitman, Main/Salem, and North Ave/Quannapowitt Parkway. Video camera replacement occurred at Water Street/ Vernon Street and Water Street/Crescent Street. Traffic flow along the Water Street corridor has greatly improved thanks to these repairs and upgrades. A new camera was also installed at North Avenue/Prospect Street.

The remaining work will be completed in early 2018 and will include detection work at Main St/Water St, and various hardware replacement at various intersections around town.

The municipal fire alarm system required twenty-eight calls for emergency service. This included four open fire alarm circuits and the knockdown of two fire alarm pedestals.

The department installed over 3500 feet of new fire alarm cable in 2017. Most of this cable was used to supply several new building in town. New master fire alarm boxes were installed at Wakefield Station, Bayan Treatment Center, Hallmark Health Building, 600 North Avenue, and Brightview. New development provides an opportunity to upgrade the surrounding fire alarm cabling plant.

With the assistance of the WMGLD the department joined the utility website Injuns. This website assists with the quicker removal of double utility poles in town. Fire alarm cable was relocated off over forty utility poles during the past year. All fire alarm boxes were tested during the past year.

The dispatch center at Headquarters required several repair and upgrades. This equipment runs 24 hours a day/365 days a year and is mostly original to the building. Required repairs included work to the fire alarm box decoding system and to the public address system.

Respectfully submitted,

Randy Hudson  
Fire Alarm Superintendent

## ***Report of the Building Department***

Report of all Divisions of the Building Department for the Year 2017 is as follows:

### **BUILDING DIVISION**

Building Permits Granted	829
Building Inspections Made	1144
Inspections m/w Fire Prevention Officer	1
Inspection of Fire Jobs	1
Request for Zoning Interpretation	837
Complaints Investigated RE: Zoning Bylaw	146
Sign Permits Issued	27
Single Family Dwelling Permits Issued	8
Single Family Attached Dwelling Permits Issued	6
New Commercial Buildings	1
Buildings Razed	22
Swimming Pool Permits Issued	19
Solid Fuel Burning Appliance Permits Issued	3
Multiple Dwellings Inspected	4
Lodging House Inspections	10
Hotel Inspections	2
Public School Inspections	10
Day Schools Inspections	15
Certificate of Occupancy Permits Issued	22
Certificate of Inspection Permits Issued	150
<b>Building Permits Fees Collected</b>	<b>\$425,357</b>

### ***Permit Valuations for the Last Six Years***

2012	\$48,247,843.00	2015	\$ 43,883,461.00
2013	\$135,344,266.00	2016	\$ 67,226,479.00
2014	\$23,414,904.00	2017	\$ 34,616,319.00

### **PLUMBING DIVISION**

Permits Granted	388
Inspections Made	630
Inspections Approved	607
Meetings w/Pipe Fitters/Plumbers on Job	8
Complaints Investigated	5
<b>Plumbing Permit Fees Collected</b>	<b>\$34,797</b>

**GAS DIVISION**

Permits Granted	323
Inspections Made	315
Inspections Approved	299
Meetings w/Pipe Fitters/Plumbers on Job	5
<b>Gas Permit Fees Collected</b>	<b>\$19,215</b>

**WIRE DIVISION**

Wire Permits Granted	600
Residential Wire Permits Granted	468
Commercial & Other Wire Permits Granted	132
Inspections Made	932
Inspections Approved	898
Inspections m/w or Requested by WMGLD	16
Inspections m/w or Required by Building Inspector	2
Inspections m/w or Required by Board of Health	1
Inspections m/w or Requested by Fire Department	4
Inspections after Fire Damage	3
Job Meetings with Electricians	32
Inspections of Public Buildings	7
Inspections of Public Schools	10
Inspections of Hotels	2
Inspections of Lodging Houses	3
Temporary Service Permits	12
New Services – Residential	21
New Services – Commercial or Other	21
Service Increases	59
Complaints Investigated	6
<b>Wire Permit Fees Collected</b>	<b>\$89,623</b>

<b>TOTAL PERMIT FEES COLLECTED</b>	<b>\$568,992</b>
------------------------------------	------------------

Respectfully submitted,  
 John Roberto  
 Inspector of Buildings

## *Report of the Animal Control Officer / Animal Inspector 2017*

Below are just some examples of the calls, actions taken and duties of the Animal Control Officer/Animal Inspector.

Police calls	236
General animal calls	4,800
Animal related questions	2,011
Warnings issued	100
Violations issued	18
Malden Court hearing attended	1
Malden Court trials attended	0
Cruelty cases	1
Barking dog complaints	98
Dog bite cases	11
Cat bite cases	3
Dogs boarded	1
Dog returned to owner	1
Dogs adopted	0
Dogs euthanized	0
Other animals adopted	2
Animals quarantined	33
Facilities & Animals Inspected	1
Officers continuing education & training	18 Hours
Community education classes or speeches	4 Hours
Animal transferred to other agencies, i.e. MSPCA, ARL, Northeast Animal Shelter, PAWS	3
Out of town transferring animals	4 Hours
Injured animals rescued	8
Deceased animals removed	300
Humans exposed to rabid animals	0
Animal exposed to a possible rabid animals	12
Suspected rabid animals euthanized	1
Cats or Other Animals euthanized	0
Patrol of town & school grounds	Daily
Shelter duties i.e., cleaning & maintenance	84 Hours

## ***Report of the Zoning Board of Appeals***

The Wakefield Zoning Board of Appeals, a quasi-judicial body with five members and two alternates appointed by the Board of Selectmen, operates under the Zoning Bylaws of the Town of Wakefield and under Chapter 40A of the General Laws of the Commonwealth of Massachusetts.

The Board deliberated on 68 new Petitions during 2017. The Petitions included requests for Variances, Special Permits, Findings and/or Determinations. Major items before the Board included Petitions for a mixed use, commercial/multifamily complex with retail & service establishments at the old L.B. Evans Building on Water Street, 32-unit mid-rise apartment building on Bennett Street (former Boit Home), 9-unit mid-rise apartment building with retail space on Main Street, 83-unit mid-rise apartment building on Foundry Street (formerly a manufacturing company), 5-family dwelling and 2-two-family dwellings on the former site of Crystal Chemical Company on Valley/Hart Street, self-storage facility on Water Street, renovations to McDonalds, expansion on the second floor for Café Italia, transfer of ownership from Caryn's Sports Bar to Public Kitchen, expansion to lease/rent cars for Enterprise Rent A Car and approved an addition to the Mary E. Walton Elementary School. Wireless communication facilities upgrades, accessory apartments and many signs for business establishments were also approved.

David W. Hatfield served as Chairman of the Board, and Kimberly Hackett-Fowle served as the Clerk until her resignation in October. At the December 13, 2017 meeting the Board recommended Ami Wall to serve as Board member and Clerk. Other Board members are Charles L. Tarbell, Jr., James H. McBain and Richard O. Bayrd, alternate member is Thomas J. Lucey. Mrs. Gail Conroy served as the Secretary of the Board.

Respectfully submitted,  
David W. Hatfield, Chairman

# **Health and Welfare**

## ***Reports of***

BOARD OF HEALTH

HOUSING AUTHORITY

COUNCIL ON AGING

COMMISSION ON DISABILITY

HUMAN RIGHTS COMMISSION

VETERAN SERVICES DEPARTMENT





## *Report of the Health Department*

The Wakefield Health Department is part of a regional health department with Melrose. We share staff and programming as well as apply for grants together.

A three member elected Board of Health meets monthly. The Board sets policy, adopts regulations, and enforces local and state laws.

*Programs funded through state and federal grants:*

The Wakefield Health Department is a participant of five regional public health grants as part of the Mystic Valley Public Health Coalition with Melrose, Medford, Malden, Stoneham (all but FDA grant), Reading (tobacco and opioid grants) and Winchester (tobacco, substance abuse, and FDA grants).

The first is a seven year **regional tobacco control program**. The Town of Wakefield is one of seven communities which are part of a Regional Tobacco Program funded by the Mass Tobacco Control Program, of the MA Department of Public Health. The grant pays for a full-time Tobacco Control Coordinator. FY18 is the final year of this grant. We did apply for a new ten year grant with Melrose, Medford, Malden, and Winchester.

Three compliance checks were completed in 100% of all retail establishments that sell tobacco/nicotine products (a total of 29 stores). There were two tickets issued, one for a first offense (\$100) and the other for a second offense (\$200). The latter also had a seven day suspension of their tobacco permit but closed their business before that took effect.

Inspections were completed of all establishments which confirmed that all laws concerning signage were in compliance. Pricing surveys were also completed which showed that one store was selling cigarettes at far less than the Department of Revenue minimum.

The Tobacco Program Coordinator made a presentation to the WAKE-UP Coalition and a presentation on vaping to student athletes and their parents at the mandatory fall sports meeting.

The Sale of Tobacco Regulations were revised to limit the number of tobacco retailers as well as prohibit new establishments within 500 feet of a school or existing business selling tobacco products.

Wake-Up completed its fourth year with the **Drug Free Communities** funding. The coalition continues to operate with active participation from key sectors throughout the community including police, schools, business owners, parents, health care professionals, concerned residents and youth. The Youth Action Team Leaders and clubs at Galvin and WMHS continue to thrive and provide leadership opportunities for over 60 youth in Wakefield. Overall the coalition has had a successful year, continuing to recruit new members, increasing the capacity to over 45 coalition members who implement positive change in Wakefield, leading or co-hosting dozens of events with over 2,000 people in attendance. The following are highlights of activities this year:

- The Youth Risk Behavior Survey was administered along with all Middlesex League schools. Results indicated a significant increase in Middle and High School past 30 Day Marijuana use, one of the highest in the region and decrease in rates of Youth Perception of Risk of Harm.
- Wake-Up and the Wakefield Police Department launched a new Juvenile Diversion Program in September 2017 for individuals under the age of 21 who are found to be in possession of alcohol or illegal drugs (Marijuana included). The goal of this program is to identify youth who have challenges with substance use and provide them with increased wrap around services such as counseling, case management, etc. This program allows police, school, and our public health coordinators to identify youth earlier who may need more intensive services, before they may develop addiction or experimentation with opioids, cocaine, etc. Ten youth have already been enrolled in the program through the Wakefield Police Department and Northeast Voke.
- Data from the 2017 Youth Risk Behavior Survey also indicated a significant increase in e-cigarette and vaping, with past 30 day use rates doubling at both the Galvin and WMHS in just one year (6% to 12%) and (16% to 34%) respectively. This surge in use prompted the coalition to take swift action. The Health Department hired a Communications Consultant to run focus groups at the Galvin and WMHS to further explore youth's perceptions, understanding, and beliefs around vaping. This information was used to tailor specific strategies and was also shared with statewide leaders working on this issue. Youth

Action Team Leaders created a series of PSA's designed to educate parents, caregivers, and adults in the community on what vaping products look like, how teens obtain them, and the harmful effects. The online videos were viewed over 5,000 times with many community leaders across the state sharing them. Youth Action Team leaders facilitated interactive workshops in all 9<sup>th</sup> grade Health classes to talk about harmful effects and consequences of vaping and marijuana use. Leaders reached 500 7<sup>th</sup> and 8<sup>th</sup> grade students by leading an interactive assembly to dispel vaping myths and increase perception that not everyone is doing it. Leaders also developed youth and faculty bathroom newsletters.

- The coalition coordinator worked with the SRO to educate parents in several venues including Parent University, school events, and athletic orientation evenings.
- Activities with the School Department includes improving the substance use curriculum in Health Classes by transitioning to the evidence-based Michigan Model. Wake-Up has been a key supporter in establishing the new WMHS Senior Night committee to support a safe senior week and post-prom party by hosting meetings, bringing together key stakeholders and supporting volunteers. In addition to these new projects, the coalition continues to manage annual projects including Parent University, Teen Health & Safety Guide, Medication Take Back Days, and many others.
- Wake-Up's mission includes the promotion of mental health awareness, education, and connection to services. This year all Wakefield Public Schools faculty were trained in Mental Health 101, and during the 2017-2018 school year, all faculty will be trained in Mental Health 201, with 20% having been certified in 8 hour Mental Health First Aid. For the first time, the Coalition Coordinator provided Substance Use 101 trainings to WPS faculty. The Interface Referral service continues to provide vital linkage to mental health and substance use services to all Wakefield residents. This year over 80 people used the service, a number that continues to grow with each 6 month report the town receives. Wake-Up continues to collaborate across the region as part of the Mystic Valley Public Health Coalition to address the continuing Opioid Epidemic. Strategies include an outreach program focusing on individuals working in trades since almost half of Wakefield's opioid fatalities were people who worked in trades (carpentry, plumbing, landscaping, etc.) Wakefield is extremely fortunate to have a Family Resource

Officer and part-time social worker who work to connect individuals and families with services. Our coalition works closely with Hallmark Health's COACHH Program, Riverside, and Eliot to continue to promote and connect services available.

#### Youth Programming Highlights (Peer to Peer strategies):

Galvin Youth Action Team: Galvin Family Feud, (200 students); Galvin's Got Talent, (230 students); monthly News Flush, (1000 students); Galvin Activity Fair, (400 students); Positive Risk Contest, (500 students)

WMHS Youth Action Team: Majority Rules, (980 students); Freshmen Health Classes (220 students); Warrior Pride Night, (175 students), 8<sup>th</sup> Grade Leadership Summit (70 students) Faculty Newsletters, (90 faculty), Healthy Display Cases, Parent University, Festival by the Lake, Healthy Wakefield Expo, Youth to Youth International Conference Presentations include: MA Statehouse, Middlesex DA's Opioid Task Force, School Committee

We are in the fourth year of a five year, \$100,000 per year **opioids prevention grant** awarded to the Mystic Valley Public Health Coalition to address the issues of opioid use. This grant is led by Medford. The Substance Abuse Prevention Coordinators of the six communities meet monthly to coordinate their efforts.

The Health Department has a \$40,000/year grant from the Massachusetts Department of Public Health (MDPH) to focus on chronic disease prevention, which funds the **Mass in Motion-Melrose/Wakefield** program. The mission of Mass in Motion-Melrose/Wakefield is to make the healthy choice, the easy choice for residents, by increasing opportunities for families to eat better and move more in the places they live, learn, work, and play.

Nineteen bike racks are available around town; a second round of the Bike Wakefield campaign was launched to make more resident aware of the bike rack locations. A park and playground assessment was conducted to look at accessibility, physical environment, signage, and amenities at the existing recreation sites. This has allowed the Team to look more closely at the possibility of installing multigenerational playground equipment and public drinking water fountains. The eleventh regional collaborative StoryWalk was held; thousands of families have participated in walking, reading and enjoying the outdoors. The BOKS (before school activity program) is in several elementary schools and continues at the Galvin. The fourth installment of the Wakefield Health

& Safety Guide was released and all parents of children aged 5<sup>th</sup>-12<sup>th</sup> grade received a copy.

We have received a five year \$350,000 grant from the federal Food and Drug Administration to improve our **food protection program**. This grant is in conjunction with Melrose, Malden, Medford and Winchester. A number of initiatives have begun including: using a new inspection form that is in compliance with FDA standards; changing to a risk based inspection schedule rather than a standards twice a year schedule regardless of the type of operation; expanded training for the inspectors; and purchase of additional inspection equipment.

The MA Department of Public Health also awarded our public health region a Substance Abuse Prevention grant which focuses on **underage drinking**. A new Coordinator was hired and began the work of researching and consolidating underage drinking data for Wakefield, Melrose, Malden, Medford, Stoneham, and Winchester.

*Environmental Health:* One of the statutory functions of the Health Department is to permit and inspect food establishments, semi-public swimming pools, recreation camps and tanning establishments. In addition, the staff responds to complaints from the community on these and other public health issues. Wakefield and Melrose share a full-time Senior Health Inspector and two part-time Health Inspectors.

The inspectors performed 334 food inspections at 141 establishments plus inspections for each of 16 farmer's market food permit holders. In addition, 26 inspections were completed for 3 summer camps, 15 inspections for 5 swimming pools, 4 lodging houses/hotel inspections and 3 inspections for 3 tanning establishments.

A total of 180 complaints were received: 65 housing; 26 food; 18 trash/dumpster; 11 yard; 5 odor; 24 rodents; 3 pool; 18 environmental and 12 miscellaneous.

*Public Health Nursing:* Adult immunization clinics were held in the fall in conjunction with Melrose. Between the two communities, a total of ten clinics were offered with four in Wakefield. A total of 387 influenza vaccines were administered to the public, 175 to school staff and three home flu shots. The numbers of people coming to the public flu clinics continue to decline as pharmacies and other businesses offer them with sales incentives. 111 blood pressure checks were performed at the McCarthy Senior Center, almost 40% increase from last year.

The Public Health Nurse followed up on reported communicable diseases using the Department of Public Health's secure online system. In 2017 there were 127 confirmed or suspect cases of the following.

Campylobacter	9
Cryptosporidia	4
Hepatitis B	4
Hepatitis C	12
(6 confirmed, 5 probably, 1 suspect)	
Lyme	40 (primarily suspect)
Pertussis (Whooping Cough)	0
Mumps	6 (all suspect)
Salmonellosis	5
Varicella	7
Influenza	29
Group A strep	2
Vibrio	1
Zika	8

Communication and support continues to be offered to the School Nurses.

*Community Health:* Awareness of the Sharps Kiosk at the Public Safety Building continues to grow. The Medication Take Back program allows residents to dispose of unused and/or expired prescription medication in a safe and environmentally appropriate way in a locked kiosk at the Public Safety Building. We partner with the Police Department to conduct two Drug Take Back Days.

*Substance abuse prevention:* Wake-Up completed its third year with the federal Drug Free Communities funding. The coalition continues to grow and have active participation from key sectors throughout the community including police, schools, business owners, parents, health care professionals, concerned residents and youth. The Youth Action Team Leaders and clubs at the Galvin and High School continue to thrive and provide leadership opportunities for over 50 youth in Wakefield. Data from the 2016 Youth Risk Behavior Survey indicates a significant decline in substance use rates at the Galvin Middle School, which may be attributed to a multi-tiered strategy which included improving substance use curriculum in health classes, positive social norm campaigns around substance use (i.e., not everyone is doing it), teacher trainings in Mental

Health First Aid, and increasing the number of youth who feel they have a trusted adult within the school.

This summer, the Coalition utilized local data to recognize areas of need and started to implement strategies to address those challenges. These included promotion of the INTERFACE mental health referral service which has served 60 people, training all Wakefield Public School faculty in Mental Health 101, development and support of programs that reach young adults and community members struggling with addiction (e.g., SOAR program and SAFE Project). “In Plain Sight” reached over 200 adults who were able to learn about local trends, warning signs, and strategies to talk to the young people in their lives. Wake-Up has developed a strong partnership with the high school Athletics Dept; the Coalition Director speaks to every parent of incoming athletes along with seasonal trainings and support to coaches. In addition to these new projects, the Coalition continue to manage annual projects including Parent University, Teen Health and Safety Guide, Medication Take Back Days, and many others. Overall, the Coalition has had a successful year, continuing to recruit new members, increasing the capacity to over 45 coalition members who implement positive change in Wakefield, leading or cohosting dozens of events with over 2,000 people in attendance.

#### *Mosquito Control:*

The East Middlesex Mosquito Control Project (EMMCP) conducts a program in Wakefield consisting of mosquito surveillance, adult and larval mosquito control, ditch maintenance and public education. We are one of 29 communities in this self-funded regional program.

Due to the extreme drought during 2016, there were lower than average mammal biting mosquito populations during the 2017 season. The Massachusetts Department of Public Health determined that there was a moderate West Nile virus (WNV) risk and a remote EEE risk in Wakefield during the 2017 season. There were 2 residents within the metropolitan Boston area who contracted WNV in 2017.

The adult mosquito surveillance program monitored mosquitoes from 10 Wakefield trap collections. In July, three mosquito pools from those collections were sent to the State Public Health Laboratory to be tested for EEE and WNV, all were negative.

The larval mosquito control program relied on the larvicide *Bacillus thuringiensis* var. *israelensis* (Bti), which is classified by the EPA as relatively non-toxic. In April a helicopter was used to apply Bti granules to 18.3 wetland acres to control spring floodwater mosquitoes. Field crews using portable sprayers applied Bti in the spring and summer to 3 wetland acres when high densities of mosquito larvae were found in stagnant water. A larvicide containing *Bacillus sphaericus* and Bti was applied 2,500 catch basins to control *Culex* mosquito larvae. *Culex* mosquitoes are considered the primary WNV vectors.

For adult mosquito control, 2 crews sprayed at night using truck-mounted aerosol sprayers when survey traps collected high mosquito populations. The EMMCP uses a pesticide product called Anvil 10+10 with the active ingredient, Sumithrin, which is classified by the EPA as slightly toxic. Advance notification of the spray program was done through notices on the town website, the Wakefield Daily Item and the Daily Times Chronicle.

Crews used an excavator to restore 886 feet of ditch and hand tools to restore 843 feet of ditch.

The EMMCP's public education program is designed to develop awareness within the public and the private sectors as to their roles in mosquito control. The Project serves as a resource to residents, municipal officials and the local media on mosquitoes and mosquito borne diseases. A web page located at <https://sudbury.ma>.

*Other:* The Board continues to support the funding of two very important programs, Riverside Community Care and the ARC of East Middlesex. Riverside Community Care provides a broad range of health and human services including mental health, developmental disabilities and traumatic brain injuries, substance abuse treatment and early childhood services. A line item in the Board of Health budget subsidizes a sliding scale fee structure for outpatient mental health services.

ARC of East Middlesex Family Support Center which is funded by the Department of Developmental Services (DDS) offers assistance to parents and other primary caregivers in their efforts to provide care in the home and community for a child or adult with an intellectual or developmental



disability. The Board of Health provides a small amount of funding to offset the costs of programming not funded through other sources.

19 families received case management to support their sons and daughters living at home. Three students received case management, behavioral intervention and in-home trainings to help maintain a child at home and in the community. One student received intensive flexible family support for the same reason. Five Wakefield residents live in an adult family/foster care situation funded through MassHealth. 42 residents participated in EMARC's recreation department.

Riverside Community Care provides outpatient mental health services to the region, including Wakefield. Services include family, group, and individual counseling. Services are provided on a sliding scale; the Health Department provides a small amount of funding to offset services not reimbursed through other means. In 2017 81 Wakefield residents used 1649 visits amounting in \$38,192.56 in free care.

Respectfully submitted,  
Ruth L. Clay, MPH  
Health Director

## *Report of the Wakefield Housing Authority*

The Wakefield Housing Authority (WHA) was chartered in 1963 to provide housing for low income elders, families, and the disabled. All of its projected income and expenditures are approved by the Commonwealth of Massachusetts through the Department of Housing and Community Development (DHCD) or by the United States Department of Housing and Urban Development (HUD).

### **I. Description of current housing programs:**

Three developments are subsidized by the State Department of Housing and Community Development (DHCD): Hart's Hill (667-C) consists of 116 one-bedroom units built in 1965 and 1968 for elderly/disabled people; 38 and 40 Hart's Hill Road (689-1), which opened in 1990, provides residential facilities for 9 Department of Developmental Services clients; eight apartments of two-bedrooms each for families (705) were acquired in 1981. Lincoln School (667-3) opened in 1982 contains 10 elderly one-bedroom units and three units of congregate housing for 15 clients. The services for the congregate units are funded through a grant from the Executive Office of Elder Services. Contract Administrator is Massachusetts Housing Finance Agency. A forty unit building for the elderly/disabled, Crystal View Apartments (74-1) was completed in 1981 using funds received from the Federal Department of Housing and Urban Development (HUD). Two programs of leased housing are provided: 373 Section 8 vouchers funded by HUD and a 38 unit State Rental Voucher Program (DMHRA). In 2006, the Wakefield Housing Authority signed a contract with the Wakefield Senior Housing Corporation to be the management agent for the new Hart's Hill Heights 202 supportive living building consisting of 22 one-bedroom units.

The Section 8 program has grown from 331 vouchers to 373 vouchers with the RAD conversion of Rockledge Apartments. The Section 8 Family Self-Sufficiency Program (FSS) continues with 8 families enrolled in the program. Begun in 1993, the FSS program enables families to take advantage of a variety of options which are geared to

having them achieve a goal of self-sufficiency within five years. We have had two families purchase a home and one start their own business; others have completed their education and/or job training and all have improved their credit ratings.

## II. Eligibility criteria for each housing program:

The eligibility criteria vary from program to program. They may be obtained on our website at [www.wakefieldhousing.org](http://www.wakefieldhousing.org) or by calling the housing authority. At the present time, income-eligible people may apply for the State one-bedroom elderly/disabled complexes. They may also apply for Section 8 Vouchers through the Centralized Section 8 Waiting List of which the Wakefield Housing Authority is a member. Wakefield residents or those who work in Wakefield are given a preference. Veterans receive a preference in the State Housing program. Applicants are encouraged to apply by calling or coming to the WHA office located in the basement of the Lincoln School House at 26 Crescent Street (781) 245-7328 or visit our website.

## III. Financial information:

The most recent audit of the Authority's finances (FY'17) is available to the public for viewing at the Authority's offices at 26 Crescent Street. No audit findings of the Authority have been noted by the Office of the State Auditor for the last twenty four years. The Authority was designated a "High Performer" by HUD for fiscal year 2017.

## IV. Activities during the past year:

The Authority received \$43,794 from HUD for the Capital Fund Program. This was the twenty fourth year that a grant was received from HUD to enable the Housing Authority to do capital improvement projects at Crystal View. This year we made elevator and boiler upgrades.

This year the Authority also received formula funding from the Department of Housing and Community Development. These funds were used for asphalt roof replacement at Hart's Hill and to install air source heat pumps in 16 units along with the replacement of Federal Pacific

breaker panels. We continue with the ongoing installation of ADA water saving toilets.

The WHA hired an elevator consultant to help plan the full renovations of the Lincoln School elevator which is estimated to cost \$400,000.00.

Hart's Hill Heights was completed ten years ago. Occupancy for the 23-unit building began in January, 2007. Under the U. S. Department of Housing and Urban Development 202 program, the Wakefield Housing Authority and the sponsor, Mystic Valley Elder Services, formed a non-profit, the Wakefield Senior Housing Corporation. Mystic Valley Elder Services coordinates supportive services, maintains a meal site on the premises and holds activities for the tenants of the "Hart's Hill Complex" which includes the Hart's Hill Apartments and Hart's Hill Heights. Last year they have joined with the Wakefield Interfaith Food Pantry provide a food pantry on site. The Wakefield Housing Authority is the management agent of Hart's Hill Heights providing administration and maintenance for the property.

Administrative staff includes; Sandra P. Gass, Executive Director, Maureen Howlett, Housing Manager, Mary Lou Roche, Financial Manager, Stephanie Gallo, Director of Leased Housing, Jessica Rivera, Leased Housing Specialist, Frances Marshall, Administrative and Maintenance Assistant, Beth Greenberg, Tenant Services Coordinator and Family Self-Sufficiency Coordinator. Joseph Ventura, Maintenance Supervisor, Brandon Drebit, Jack McTighe and Mark Drees maintain the properties.

Board meetings are held on the fourth Wednesday of the month at 4:00 p.m. in the Lincoln School Conference Room at 26 Crescent Street.

Respectfully submitted,  
Sandra P. Gass,  
Executive Director

		Term End
Maureen Hickey 19 Grove Street	Chairman	April, 2020
Alfred Confalone 25 Walton Lane	Vice- Chairman	
Charles Geier 41 Forrester Rd.	Treasurer	April, 2021
Jane Good 54 Overlook Road	Member	April, 2019
Lorelei MacKay 101 Broadway #309	State Appointee Tenant Representative	June 2022

## *Report of the Council on Aging*

The Council offers advocacy, education, outreach, transportation, health, and recreational programs to the citizens of the community 60 years and over.

Transportation is an essential service provided for many members of the community. Approximately 140 people used our transportation program for their travel needs in and out of Wakefield. 400 trips to medical appointments, 500 trips for grocery shopping and miscellaneous errands, and 2000 trips to center activities were made.

The Council continued to maintain informed and connected residents through the many programs offered. Exercise programming continues to expand to accommodate the growing needs with more classes added. Presentations on health insurance, legal assistance, nutrition and estate planning were also offered. The Board of Health, Hallmark Health and Best Home Care continued to provide monthly blood pressure and wellness checks. Services such as jewelry repair and hair services are popular and are available monthly. An average of 300 people use center services weekly. Approximately 1100 seniors took advantage of all services and programs available.

The Council has many volunteers assisting at the meal site, teaching the latest craft, technology assistance and helping with newsletter mailings. Students from the Galvin Middle School provide the center with a yearly community service project. Others assist to varying degrees completing community service hours at the center.

Wakefield is part of the Mystic Valley Elder Services network. They work with local councils and residents addressing aging issues. They administer the Meals on Wheels program and the catering for the senior center lunch program which provided 4302 meals in 2017.

The Council received a grant from the Executive Office of Elder Affairs in the amount of \$52,090. These funds support a part time clerk, offset the cost of exercise instruction and cover postage costs.

This year we applied for membership into The Age Friendly Network of Communities through AARP and the World Health Organization. We look forward to working on this endeavor and are committed to make

Wakefield a better place for all ages, a community where people can live, work, relax and make lifelong homes.

Respectfully submitted,  
Judy Luciano

## *Report of the Wakefield Commission on Disability Issues*

The Wakefield Commission on Disability Issues (CDI) was established to provide accessibility, and to point citizens to potential resources, insure compliance with the Americans with Disabilities Act (ADA) and to provide information to the disabled community. In 2017 the commission welcomed several members with many new and exciting ideas. Commission CO – Chairman Judy Carmilia and Daniel Benjamin finisher their terms on the CDI after several years as CO Chairs with the Commission their contributions, organizational skills, and talents will be greatly missed, Daniel Benjamin continues to serving on the Wakefield Traffic Advisory Commission and serves as a liaison for appropriate issues between the CDI and TAC. In 2017 Gregory Powers was elected as Chairman of the Commission. Mr. Powers has been a volunteer in our community for many years and brings his experience in finance and business to the Commission. This year the Commission welcomed guest speakers from the Human Rights Commission, Bylaw Review Committee, and the Horizon House. The Commission will be hearing from several other community groups in the coming year. Commissioner Gene Moulton visited Wakefield's Horizon House facility on Water Street, Commissioner Lois Benjamin visited EMARC's new facility and open house on Audubon Road in Wakefield. Commissioners John Murray and Tracy Vincent worked on more community involvement and outreach. Visual Aid appliances were also bought for the local library for use by disabled users of the library. Much of what we were able to accomplish is a result of cooperation and assistance we receive from the Town Administrators office, the DPW, Police and Fire Departments and the employees of the town of Wakefield. Thank you for partnering with us! The CDI is in the process of updating our website, and working with other town boards and committee's helping all residents. "Our Mission statement is to address the needs and concerns of our disabled residents and provide for their full participation in activities and services in the town of Wakefield " \* Meetings: 1<sup>st</sup> Monday of Month at 7:30pm Town Hall- 1<sup>st</sup> FL. Conf. Rm. Members- Gregory Powers Chairman, Lois Benjamin Treasurer, Tracy Vincent Member, Gene Moulton Member, Katie Lafferty Town Coordinator, Sarah McCauley Member, John Murray Member.



## *Report of the Human Rights Commission*

Over the course of 2017, the Wakefield Human Rights Commission expanded on programs and activities. At the core, the WHRC has been actively building collaborations with other local community and church-based groups to offer a wider range of events, furthering the vital role human rights play in our community.

At the heart of this approach has been the WHRC's collaboration with Wakefield Alliance Against Violence (WAAV). Together, the two groups have worked to promote our shared values and goals as participating organizations in the semi-annual Wakefield 101 and three dates at the Wakefield Farmers Market. In November, the two groups held the first of what is hoped will become a regular offering, Active Bystander Training. This is a single session group experience, run by a pair of instructors certified by non-profit Quabbin Mediation, that provides attendees skills to safely intervene when they witness an incident involving the violation of other's civil or human rights. Additional Active Bystander Training sessions will be scheduled in 2018.

Another important collaboration for the WHRC has been with the Unitarian Universalist Church's Social Action Committee, which culminated in the first of what will be an annual Speaker Series. Each series of two talks focus on a particular theme relating to some aspect of human rights. The inaugural theme for 2017 was white-black race issues in America. The first talk was by Ken Wagner on *Understanding White Privilege*, which included an interactive exercise with the audience demonstrating the often stark differences that have existed among white men, white women, black men, and black women through the course of American history. The second talk, two weeks later, featured Martin Henson, from the BLM Boston chapter, speaking on *Understanding Black Lives Matter*, which elicited much discussion between the speaker and members of the audience. The second annual Speaker Series, in October 2018, will focus on a different aspect of human rights.

The third developing collaboration, that may prove to be of the most lasting value, is that with Wakefield Public Schools. For the second year, WHRC was a participating organization in the spring International Festival, held at the Galvin Middle School. WHRC looks to expand on educational programs and events designed primarily for student-aged children in 2018.

At last summer's Farmers Market, the WHRC unveiled an initiative to distribute, at cost, lawn signs bearing the statement "Hate Has No Home Here." Each sign bears the phrase in English and five other languages on two sides, one side with a blue background and the other with a red background. Originally created by the Hate Has No Home Here campaign, the signs have been previously available in a couple nearby communities. The proposal for the signs project was brought to the WHRC by Wakefield resident Dan Lieber.

The signs are an adjunct to the *Community of Wakefield* badges and stickers, a design created by Wakefield resident Regina Martine from a doodle by Amy Rando. They are distributed freely at events by both WAAV and the WHRC.

The WHRC continues to work with human rights commissions in surrounding communities, and beyond, both individually and through membership in the Massachusetts Association of Human Rights and Relations Commissions (MAHRC). As opportunities present themselves, the WHRC looks forward to collaborations on multiple-community projects in coming years.

January 2017 saw the Dr. Martin Luther King, Jr. Day program held in Veterans Memorial Auditorium at the Galvin Middle School. Organized in partnership with the school system, the first time program attracted some two hundred attendees. Three Dr. Martin Luther King, Jr. Service Awards were presented to honor those who have worked to expand human rights or human rights awareness: Wakefield Business or Non-Profit - Amanda Bruce, LMHS, Counseling Services of Greater Boston; Wakefield Student - Maeve Conway; and Wakefield Resident - Merry Eldridge. The keynote speaker was Mehreen Butt, now a member of the Board of Selectmen.

In March 2017, to recognize International Women's Day, the WHRC presented a program in The Savings Bank Theatre at Wakefield High School. Several music pieces were performed by the WHS all-girl a cappella group She Major. The panel, moderated by Amy Rando, consisted of five women well known in Wakefield: Susan Wetmore, Rada Frohlichstein, Dr. Kim Smith, Saratin Rizzuto, and Nancy Delaney. Their experiences elicited numerous questions and comments from among the audience, particularly some of the middle school and high school aged girls.

2018 will be another year of building collaborations, developing new programs and initiatives, in addition to those already established: Dr. Martin Luther King, Jr. Day, International Women's Day, Active Bystander Training, and the WHRC-UUSAC Speaker Series. The WHRC will continue to solicit ideas, suggestions, and volunteer help from among our fellow Wakefieldians in order to further expand programs, initiatives, and outreach in support of civil rights, civil liberties, and human rights for all.

The WHRC appreciates the continued support of Town Administrator Stephen Maio, the Board of Selectmen, the School Committee, Superintendent of Schools Dr. Kim Smith and the Wakefield Public Schools, and Chief Richard Smith and the Wakefield Police Department.

Kara Cohen, a School Committee appointee, stepped down from the WHRC, for personal reasons, in May. In response to the public notice of the vacancy, ten letters of application were received. Following a review of the applications and telephone interviews with the applicants, three candidates were recommended to the School Committee. The School Committee voted to appoint Maria Muti to serve the remainder of the current term.

The current members of the WHRC are:

Name	Title	<sup>i</sup>	Term
David Watts, Jr.	Chair	BoS	2019
Pina Masciarelli-Patel	Vice Chair	SC	2018
Officer Amy Rando	Secretary-Treasurer	WPD	----
William Chetwynd		BoS	2020
Robert Vincent		BoS	2018
Richard Greif		SC	2020
Maria Muti		SC	2019
Rev. Glenn Mortimer		BoS	2019
Talat Aman		WPS	2019
Stephen Maio		Ex Officio	
Chief Richard Smith		Ex Officio	
Dr. Kim Smith		Ex Officio	

---

<sup>i</sup> Appointment by: BoS – Board of Selectmen; SC – School Committee; WPD – Chief Smith, Wakefield Police Department; WPS – Dr. Kim Smith, Wakefield Public Schools



Town of Wakefield

Veteran Services Department

30 Converse Street  
Wakefield Massachusetts 01880  
781-246-6377

## **2017 Annual Report**

Town Administrator Stephen P. Maio  
The Wakefield Board of Selectmen  
Veteran Services Director – Alicia M. Reddin  
Veteran Services Officer – Karen Burke

### **Timeframe**

Submitted herewith, please find the Annual Report for the Town of Wakefield, Department of Veteran Services for the twelve-month period beginning July 2016 to June 2017.

### **Background**

The Massachusetts State legislature formalized its veteran assistance program at the start of the U.S. Civil War by establishing M.G.L Chapter 115. These laws provide financial and medical assistance designed to aid Commonwealth veterans and their dependents. Chapter 115 enables every eligible Massachusetts veteran certain housing, medical, educational, employment and other benefits as codified in 108 CMR. Wakefield Veteran Services through its Veteran Services staff uses these state reimbursed funds in addition to federal, state and local resources to provide necessary benefits to its veteran population.

### **Department Mission Statement**

It is the mission of the Town of Wakefield Department of Veteran Services to provide an array of services to the town's veterans, their dependents, and their surviving spouses. The department serves these needs through local, state, and federal initiatives while actively assisting veterans with the documentation necessary for benefits.

### **Fiscal Year 2017 Activities**

The department processed more than \$143,000 in veteran benefits in fiscal year 2017 and is estimated to receive \$107,706 in state Chapter 115 reimbursement in FY2017. According to state law, benefit expenditures meeting the requirements of 108 CMR are refunded at a 75% level to cities and towns. Please note that state reimbursement does not exactly match the fiscal year due to lag time in state auditing and accounting. The office assisted in more than 1200 veterans inquires in FY2017 including veterans from the WWII, Korea, Vietnam, Cold War, Persian Gulf, Iraq and Afghanistan service eras.

The highlights of FY2017 veteran services programming kicked off with collaboration with local Girl Scouts of Eastern Massachusetts, Future of Dentistry, Wakefield Rotary Club, and the other

communities in the Veteran Services District to collect hygiene items and gifts to be donated to both the New England Center for Homeless Veterans as well as the Holyoke and Chelsea VA Soldiers homes. Through this event we were able to provide basic hygiene products as well as some treats to the Veterans living on the Holyoke and Chelsea Soldier's home campuses and we provided the Veterans at the NECHV with holiday gift bags. In FY 2017 we participated in two Welcome Home Ceremonies for Vietnam Veterans and have begun to work with the Korean Consulate for a project in FY 18/19.

Outreach in the community was a major focus of the office throughout FY 2015, FY 2016, FY 2017 and will continue through FY 18 - we increased our presence on numerous social media platforms and collaborated with numerous organizations in Wakefield. We saw an increase in communications through Twitter as well as Facebook. We have also seen growth and change on our Veteran Advisory Board who have stepped into the spotlight as a major resource to the Veterans in Wakefield and the Veteran Services Office – we encourage interested Veterans to reach out to the VSO office to inquire about getting involved.

As always we would like to thank the Town Administration, the Board of Selectmen, our Veteran Advisory Board, and all of our dedicated Volunteers and Supporters in Wakefield – YOU are the reason that our office is able to run and accomplish so much on a daily and annual basis.

### **Veteran Services Hours and Information**

Monday – Thursday 8:00 am to 4:00 pm\*\*

Friday 8:00 am to 12:30 pm \*\*

\*\* VSO hours are subject to change as needed – we encourage you to call ahead to ensure we are able to address your needs in a timely and thorough manner.

Prepared by Alicia M. Reddin (2017)



# **Public Works**

## *Reports of*

DIRECTOR OF PUBLIC WORKS

ENGINEERING DIVISION

FORESTRY AND PARK DIVISION

CEMETERY DIVISION

FLEET MAINTENANCE DIVISION

BUILDING DIVISION

HIGHWAY DIVISION

WATER DIVISION

SEWER DIVISION





## ***REPORT OF THE DIRECTOR OF PUBLIC WORKS***



### ***Public Works - FIRST RESPONDERS The Silent Arm of Public Safety***

The Public Works Department consists of eleven (11) divisions and is responsible for maintaining the town's infrastructure and facilities associated with Public Ways, Parks, Public Grounds, Town Cemeteries, Water Distribution System, Water Treatment, Sewer Collection System, Public Shade Trees, Town Buildings, Town Vehicles and Town Drainage System. Additionally, the department provides services, such as: refuse collection and disposal, recycling and yard waste collection, street sweeping, snow & ice removal and support services to other town departments. The goal of the department is to provide efficient, effective and economical service to the citizens of Wakefield.

There have been difficult fiscal times for the DPW during the period of 2001 to 2012, however, we have turned the corner and are addressing many of the backlog items that occurred due difficult financial times and budget reductions. Although we are not back to the position of the 1990's, we are able to move forward with critical improvements.

**The DPW is facing a number of major issues over the next few years, which include:**

The DPW has been working on a master plan to replace the **DPW North Avenue Facility** – this facility supports eight (8) of our eleven (11) DPW divisions and all Town departments that utilize vehicles in their operations. The original plan for the facility was to support only one division. The first portion of the Facility was constructed prior to 1937 and the second portion was constructed in 1972. Since the construction of both facilities, the DPW has taken on more responsibilities, such as:

Town wide vehicle maintenance, school facility infrastructure maintenance, school fields, school and library plowing, new and larger facilities such as: Senior Center, PSB and Galvin School. The ability to operate safely, efficiently and efficiently and ensure we meet our first responder responsibilities, meet our environmental compliance requirements, store equipment and needed materials, and maintain equipment in good operating condition, is severely impacted and restricted by the current site layout, facility size, equipment size, available material storage and ability to work on projects at the facility.

The facility has been overlooked over the past 40 (+) years creating numerous health, safety and environmental concerns. The facilities are in desperate need of rebuilding and modernization if we are to efficiently and safely meet the needs of the community and meet our First Responder responsibilities. Our current facilities pose a great risk to staff, supplies, equipment and the public.

***Recycling*** – It is important that residents only put recyclables in their recycling barrels and that their recycling is clean and not contaminated. This will ensure that we have a recycling program that is effective, improves the environment, and reduces the cost of refuse disposal. Recycling throughout Massachusetts and the United States is in a downturn due to a number of issues which include: slowdown in the Chinese economy, low natural gas and crude oil prices, reduction in commodity prices, strengthening of the U.S. dollar, and closing of recycling facilities. As a result of these issues it is cheaper to produce such things as fresh plastic than it is to recycle. Additionally, the impacts referenced have forced processing facilities to charge many communities for the disposal of recyclables and charge to dispose of contaminated recyclables. Currently the Town of Wakefield is not charge to dispose of recyclables. However, we need to do our part and ensure we recycle only items listed in the DPW brochure and ensure recyclables are not contaminated. If you have a question about recycling, please contact the DPW and we will be glad to assist you.

***Chapter 90 funding*** which provides the money used for paving roads will provide approximately 32 percent of the annual funding needed for roadway improvements in fiscal year 2019. This is down from the 58.7 percent provided in fiscal year 2016. It is important to note that chapter 90 funding is still well short of the amount needed by the town to have a program that keeps up with the annual Town need. It is estimated that \$2.1 million dollars is needed annually.

In Fiscal Year 2018 and 2019 the DPW hopes to continue with a number of major projects that will help to improve the community. Additionally, the DPW will continue to make every effort to maintain core services, provide for the health and safety of our residents, maintain existing infrastructure and ensure that the department meets its public safety responsibilities.

**In calendar year 2017 the Department of Public Works was involved in a number of major programs, some of which include:**

- ***Civic Center*** – In 2017 the DPW added the Civic Center to its list of responsibilities. During the 6 months the facility was under DPW control a number of improvements were completed to improve the conditions of the facility. These improvements will continue in 2018.
- ***New Salem Street Drainage Improvements*** – the New Salem Street Drainage Improvement Project was funded at the May 2017 Town Meeting. In 2017 the DPW and our project consultant began the preliminary investigation that will allow for the design and construction of the project.
- ***Water Meter & Remote Meter Replacement Project*** – this project is moving forward at a rapid space. The project when completed will improve meter reading efficiency by improving the timing of meter readings. This project will be ongoing through 2018.
- ***Inflow/Infiltration Improvements*** – In 2017 the DPW completed a \$1.0 million dollar sewer system improvement project. The goal of the project is to remove town drainage flow from the town's sewer system and reduce the town's sewer flow that is processed at the MWRA Deer Island Sewer Treatment Plant. The project was funded using the MWRA's grant/loan which provides a 75% grant to the Town.
- ***Roadway Improvements*** – In 2017 the DPW performed roadway improvements on 5.50 miles of road.
- ***Senior Center Roof***  
The Senior Center roof replacement was completed in 2017. The new roof provides for improved safety to users as old slate tiles will no longer fall from roof.
- ***MWRA Redundant Water Supply Project on Prospect Street*** - Construction of the project was completed in 2017. The project serves to provide redundant MWRA water supply to Wakefield.

The project will allow the MWRA to rehabilitate the Albion Street MWRA/Wakefield Water connection.

- ***Stormwater/Project Manager*** – In 2017 the DPW hired Claire Moss as our Stormwater/Project Manager. Her responsibilities include working on the Town's drainage system, implementing the town's drainage study, developing and implementing the Town's NPDES notice of intent (NOI) to ensure the town remains in compliance, obtain grants, educate the community on stormwater and other stormwater functions.
- ***Eversource/National Grid Woburn Substation to Wakefield Substation, 345 KV Line*** - The DPW continued to review construction documents for the proposed project. The Energy Facilities Siting Board (EFSB) is expected to approve the project in early 2018. The route for the proposed below ground conduit is Albion St. from the Wakefield/Stoneham town line, down Broadway to the inactive railroad tracks near the intersection of Broadway and North Ave., then northerly along the railroad tracks to Salem St., then follow Salem St. to Montrose Ave. and then down Montrose Ave. to the National Grid substation. It is expected that the project will be completed in 2019.

**In looking forward to 2018 and beyond the department will be involved in a number of major projects:**

- ***Water Main Improvement Project*** – In 2018 the DPW will seek funding to provide for major water main improvements in various sections of town. The improvements will ensure a reliable water supply for the community.
- ***Forest Glade Cemetery Cremation Garden*** - In 2018 the DPW will plan to construct the cremation garden that was designed by engineering staff in 2017. The cremation garden will increase the number of burial sites at Forest Glade Cemetery. The Cemetery is limited in the amount of useable burial space.
- ***Inflow/Infiltration*** - The DPW will continue to make improvements to our aging sewer system with the goal of reducing Inflow/Infiltration and our MWRA Assessment.
- ***Sewer Station Reconstruction Improvement Program*** – In 2018 the DPW will be rehabilitating the final two sewer pumping stations, i.e. Baystate Road and Findlay Street sewer stations. This will complete a multi-year project that began in 2001 to rehabilitate our nine (9) original sewer pumping stations.

- ***Water Street Bridge at the Wakefield/Saugus Town Line*** – The Town of Wakefield and Town of Saugus are working together to replace the Water Street Bridge at the Wakefield / Saugus town line. The project designed was completed in 2017 and construction is planned for the summer of 2018.
- ***National Pollutant Discharge Elimination System (NPDES)*** – In 2018 the DPW will continue coordinating and will be submitting the Town's new NPDES permit. The goal of the program is to improve the quality of storm water that is discharged to water bodies in the system. The Clean Water Act authorizes EPA to regulate point sources that discharge pollutants into waters of the United States through the NPDES permit program. So-called "point sources" are generated from a variety of municipal and industrial operations, including treated wastewater, process water, cooling water, and stormwater runoff from drainage systems. This federal mandate is unfunded and requires the Town to commit both funding and staffing resources towards this regulation.
- ***DPW Stormwater Manager*** – In 2016 the Town approved our request for a Stormwater Manager. The position is responsible for meeting the requirements of the NPDES Permit, implementing recommendations in the drainage study and obtaining grants for projects. This position will allow the town of meet federal mandates and make quality improvements to the town drainage system that will benefit the community.
- ***Automated Meter and Meter Replacement Program*** – In 2018 the DPW will continue with its town wide meter replacement program and installation of automated meter reading devices. This program is in the process of replacing approximately 8,500 meters and provide automated reading that will substantially reduce the amount of time to complete meter readings and insure that readings are obtained on time during emergency weather conditions.
- The DPW works closely with a number of ***community groups*** in making Wakefield a great community. These groups include: Wakefield Center Neighborhood Association, Friends of Lake Quannapowitt, Pride in Wakefield, Wakefield Garden Club, Lions Club and Rotary Club, Wakefield Tennis Association, youth sports groups, etc. The DPW is grateful for the support and dedication of these groups.

For details of department accomplishments, I refer you to the divisional reports. Also, I would like to thank the following supervisors for their support during the year and for their assistance in preparing this report:

Carol Antonelli, *Business / Operations Manager*  
Michael P. Collins, P.E., *Town Engineer*  
Christopher Pierce, *Buildings Manager*  
Don Schneider, *Highway Supervisor*  
Dennis Gorman, *Fleet Maintenance Supervisor*  
Dennis P. Fazio, *Forestry / Parks & Cemetery Supervisor*  
Steve Fitzpatrick, *Water / Sewer Supervisor*  
Claire Moss, *Stormwater/Project Manager*

**In a sad note, the following DPW retirees passed away in calendar year 2017:**

- **Ed Sarafian**                      - **Arthur Didonaits**

Finally I would like to express my sincere appreciation and gratitude to the employees of the Department of Public Works who worked tirelessly to insure that 2017 was a successful year.

Respectfully submitted,  
Richard. F. Stinson  
Director of Public Works



***Remember***  
***Reduce – Reuse – Recycle***  
***Every little bit helps***

## ***DPW - ENGINEERING DIVISION***



*Public Works GIS System*

The Engineering Division participates in and manages many Town infrastructure maintenance and improvement projects. Engineering staff performed a full range of engineering services including evaluations, reviews, survey, design, digital system mapping and data management, cost estimating and construction management. The Division procures and manages the services of engineering consultants and construction contractors on a range of Town projects where the level of effort exceeds Division staff availability, or where a particular expertise is required.

The Division provides engineering technical services, specialized graphics and data support to all Town Departments, Divisions and Boards and serves as a technical advisor/reviewer to the Planning Board, Conservation Commission and Zoning Board of Appeals, as well as citizens, developers and their consultants.

### **Engineering Division Projects:**

The Division evaluated conceptual approaches, designed and prepared construction documents, calculated cost estimates, obtained permits, publicly bid and provided construction management for the following projects, which were petitioned by residents, funded by Town Meeting Articles, funded by private developers or awarded as grants:

- **Mount Pleasant Avenue and Everett Street Roadway Betterment:** At the May 2016 Annual Town Meeting a roadway

betterment article for the travelled, private ways of Mount Pleasant Avenue and Everett Street was approved. In 2017 the cast iron water main, from Nahant Street up to the top of Mount Pleasant Avenue, was replaced by Ventresca, Inc. of Stoneham, MA. Several hundred feet of cracked, damaged sewer main pipe on Mount Pleasant Avenue and Everett Street was cleaned and lined with a cured in-place liner by Green Mountain Pipeline Co. of Bethel, VT to provide a more reliable, continued service. In early 2018 it is planned that the gas system main and house services which extend on Mount Pleasant will be replaced by the Wakefield Municipal Gas and Light Department (WMGLD). Once the replacement of the gas main and services is completed the roadway pavement and curbing work will commence.

- **Avon Street and Yale Avenue Water Main Improvements:** The Division designed, bid and oversaw the work of the replacement of the water main, valves, hydrants and other related water system components and water services (in the right-of-way) on Avon Street and a portion of Yale Avenue. The contract for the project was awarded to Ventresca Inc. of Stoneham, MA in mid-2016. The provide for the replacement of the existing 6 and 8 inch unlined cast iron water mains on Avon Street and a portion on Yale Avenue with new 8 inch ductile iron, cement lined water main. The extent of the water main replacement work is from each street's connection to the 20 inch water main on the far side (east) of Main Street (with a new 12 inch main crossing Main Street) and new 8 inch main to the North Avenue end of Avon Street as well as approximately 175 feet of water main up Yale Avenue from Main Street to beyond the corner properties. The project was completed in early 2017.
- **Drainage system repairs and improvements:** Drainage pipe replacement work was designed and bid by the Division and constructed at Centre Street and Hancock Road. At Centre Street approximately 110 feet of 15 VC drain pipe and the upstream drain manhole were replaced. Twenty-four (24) inch HDPE pipe was used for the project. This reach of drain pipe is from the north sideline of Centre Street and travels north thru the parking lot behind Alano's. At Hancock Road approximately 100 feet of 8 inch VC and concrete drain pipe was replaced with 8 inch PVC pipe. This reach of drain is between two existing drain manholes from the easterly sideline of Hancock Road and travels in a northeasterly direction toward Pleasant Street between #11 and #15 Hancock



Road. The work was awarded to and performed by Commonwealth Construction and Utilities Inc. of Watertown, MA.

- **Sewer System Rehabilitation Repairs:** The Division worked with the DPW Water and Sewer Division and Weston & Sampson Engineers of Peabody, MA to clean, internal TV inspect and install cured in-place sewer main liners between sewer manholes for a total length of approximately 18,700 linear feet of sewer main at various locations throughout the Town. Also approximately 40 linear feet of two sewer laterals were lined. This work resulted in these cracked reaches of sewer pipe being upgraded. This work also resulted in the removal of approximately 200,000 gallons per day of infiltration/inflow from the Town's sewer system.

The Division also designed, bid and oversaw the construction to dig and replace severely damaged sewer main at four locations (Forrester Road, Lawrence Street and Vernon Street (two locations.) This work was awarded to and performed by Aqua Line Utility, Inc. of Weymouth, MA.

- **Sewer System Inspection and Recommendation:** A summary report was provided to the Town from Weston & Sampson in late-2017 presenting the results of cleaning and internal TV inspection of approximately 44,360 linear feet of sewer main and inspecting 232 sewer manholes associated with the TV inspected sewer mains throughout the Town.

#### **External Professional Engineering Consultant Services Contract Management:**

The Engineering Division assisted in DPW procuring the services of, and / or managed or provided assistance in managing external professional engineering consultants hired to undertake the following projects:

- **Three (3) Wastewater Pumping Stations Replacement/Upgrade:** The project included replacement and/or upgrade of the Lakeview Avenue, Plaza Road and Spaulding Street wastewater pumping stations. Design and bid document preparation was by BETA Group of Norwood, MA. The final above ground work to ensure pavement patching, loaming and seeding and landscaping plantings was completed in spring 2017.

- **Two (2) Wastewater Pumping Stations Replacement/Upgrade:** The project includes replacement and/or upgrade of the Bay State Road and Findlay Street wastewater pumping stations. Design and bid document preparation was ongoing at the end of 2017 by BETA Group of Norwood, MA. It is expected that the project will be bid in early 2018 with construction commencing by spring/summer 2018 and completed in late in 2018.
- **MWRA Northern Intermediate High Redundant Water Supply Pipeline:** Construction of the project which serves to provide redundant MWRA water supply to Wilmington, Reading, Woburn, Stoneham, Winchester and Wakefield began in spring 2017 and was substantially completed by late-2017. The existing primary MWRA connection to the Wakefield high pressure zone is on Albion Street near the Stoneham town line. This redundant connection will be to the Wakefield high pressure zone on Prospect Street. Either connection should be capable of providing sufficient supply to the Wakefield high pressure zone should the other connection be temporarily taken off-line for some reason. This project will be completed in 2018 with activation of this MWRA redundant connection and resurfacing of Prospect Street pavement within the limits of the project work.

### **Infrastructure Management:**

The Engineering Division is continuing to further develop a computer-based infrastructure management system for the Town of Wakefield, which will be used to provide a complete inventory of the Town's infrastructure, and will be utilized in future operation and maintenance.

- **Digital Base Mapping of the Town:** Engineering Division staff is tasked with frequently updating the digital base map with all new information that is provided to or collected by the Division. Information that is continually added to the map includes, but is not limited to, new subdivisions, major new and re-developments, utility improvements or additions, property line changes and roadway layout changes. Any changes to parcel information are tagged by the Assessor Department, but the Engineering Division assists in tracking any discrepancies and updating the map with significant changes.

- **Lake Quannapowitt Committee:** In early 2014 the Board of Selectmen voted to authorize the Town Administrator to seek candidates and form a Lake Quannapowitt Committee. In June 2016 the committee submitted a report to the Town Administrator and Board of Selectmen summarizing the results of the committee's actions and recommendations for proceeding. In July 2017 the Committee recommenced meeting with Dr. Alex Horne (formerly Professor Emeritus of USC Berkeley), who has over 45 years of experience in environmental engineering specializing in watershed and lake management, to for the purpose of finalizing recommendations for managing Lake Quannapowitt water quality.
- **Building Permit Reviews:** The Engineering Division reviewed all building and occupancy permits for the Building Department ranging from homes on single lots to entire subdivisions and apartment complexes.
- **Construction Inspection of DPW Permitted Right-of-Way and Utility Work:** In 2017 the Division provided field inspection oversight of DPW permitted right-of-way, water, sewer and drainage construction work by private contractors to ensure that Town standards are complied with. Part of the work includes field measuring and diagramming installed utility ties to insure proper record keeping of all utilities.
- **DPW Engineering Standards:** Engineering Division staff with input from other DPW Divisions continued to update the DPW engineering standards for construction of roadways, curbing and sidewalks; water, sewer and drainage utility systems; landscaping and other Town infrastructure related items. These standards include construction details and specifications for the work. These standards will continue to be updated and used to guide infrastructure work in the future.
- **Traffic Advisory Committee (TAC):** The Division participated in a support function to the Town's Traffic Advisory Committee in reviewing traffic issues throughout the Town, developing possible improvements to problem intersections, performing survey and preparing plans for submissions to the Board of Selectmen. Additionally, reviews of developer's traffic impact analyses and mitigation plans, and oversight of construction improvements in the right-of-way are performed.

- **Assessor L-3 Parcel Mapping and Information status:** Assisted the Tax Assessor's Department in obtaining Level 3 (L-3) parcel mapping and information status with MassGIS. The Division shall continue to support the Assessor's Department in maintaining standardized parcel mapping.

**Subdivision, Commercial Development and Town Projects – Permit, Design Review, Construction Management and Inspection:**

The Engineering Division provided engineering review in support of permitting, design and approval, conducted or managed construction inspections, and provided administrative support to the Planning Board, Zoning Board of Appeals and Conservation Commission for many projects including the following:

- Shelter Development, LLC Assisted Living Facility (25 Crescent Street / 338 Main Street) – construction completed and facility operations and occupation initiated
- 600 North Avenue 24-unit garden style apartment building – construction substantially completed with some minor surface work remaining in the North Avenue right-of-way off the travelled roadway
- Hallmark Health 888 Main Street (medical center) – construction completed and facility operations initiated
- Wakefield Crossing 175 North Avenue – commercial/residential project.
- 69 Foundry Street – Redevelopment of the old Wakefield Corporation Building to a residential complex permitted
- 205-209 Water Street Self-Storage Facility – proposed multi-story self-storage facility permitting review
- 5 Bennett Street – redevelopment to a multi-unit residential building permitted
- 640-648 Main Street – redevelopment to a mixed use building with retail space on the first floor and residential units on the floors above permitted
- 61 Valley / 5 Hart Street - redevelopment to residential duplexes and town houses permitted

## ***DPW - FORESTRY & PARKS DIVISION***

The Forestry Division is responsible for the planting, pruning, spraying and removal of public shade trees on public property throughout the Town. Extensive work is done seasonally around Lake Quannapowitt.

The Park Division is responsible for the proper maintenance of the upper and lower commons, all parks, playgrounds, athletic fields, and many roadside areas, including twenty-two (22) islands. This division maintains over one hundred (100) acres of parks and recreational land under the Public Works jurisdiction. This division is responsible for all rubbish removal at all parks, school fields and downtown areas. Major emphasis is placed on athletic fields through an aggressive aeration and seeding program. This division is also responsible for cleaning and grooming the Town's four synthetic fields. This division is also involved in the setup and cleaning for major festivals that occur in the Town, and athletic games at Town and school fields.

### *Forestry Division*

- 236 tree maintenance requests completed
- 112 shade trees removed
- 61 shade trees planted
- 0 shade tree donated
- 62 stumps ground

### *Park Division*

- Winter sidewalk plowing
- 9 School Sand barrels
- Cleaning and refurbishing filter berm on Lake Quannapowitt
- Monitoring water level on Lake Quannapowitt
- Involved in the setup and cleanup for town festivals and other events:
  - Maintenance on all 13 playgrounds
  - Daily maintenance on all (14) Town ball fields
  - Set up and cleanup for all major school athletic events
  - Field line painting 73,417 L.F. / 13.90 miles
  - Seasonal roadside mowing
  - Collected refuse from parks and schools – 103.98 tons
  - Seasonal painting of all park barrels

### *Major Projects and Storms*

- Developed and opened new Wakefield Dog Park

- Civic Center landscaping renovation
- Tree City USA Award – 16<sup>th</sup> year
- Eighth year Town wide tree spraying via spraying budget
- Increased effort for planting shade trees via shade tree budget
- Provide Christmas tree pickup and recycling of debris
- Tree wrapping with lights in down town area for year round decorations
- Oversee the Town wide goose control program, calendar year 2017 showed a reduction in the Town's goose population



*Field Preparation*

## ***DPW - CEMETERY DIVISION***



The Cemetery Division is responsible for the operation and maintenance of the Forest Glade Cemetery on Lowell Street and the Old Church Street Cemetery on Church Street. This includes lawn maintenance, tree trimming, plantings, and burials. The division installs foundations, government plaques, markers and government headstones.

The Cemetery expansion was completed with paved roads, irrigation, and marked out graves. Newer sections, "O," and "P", are presently in use.

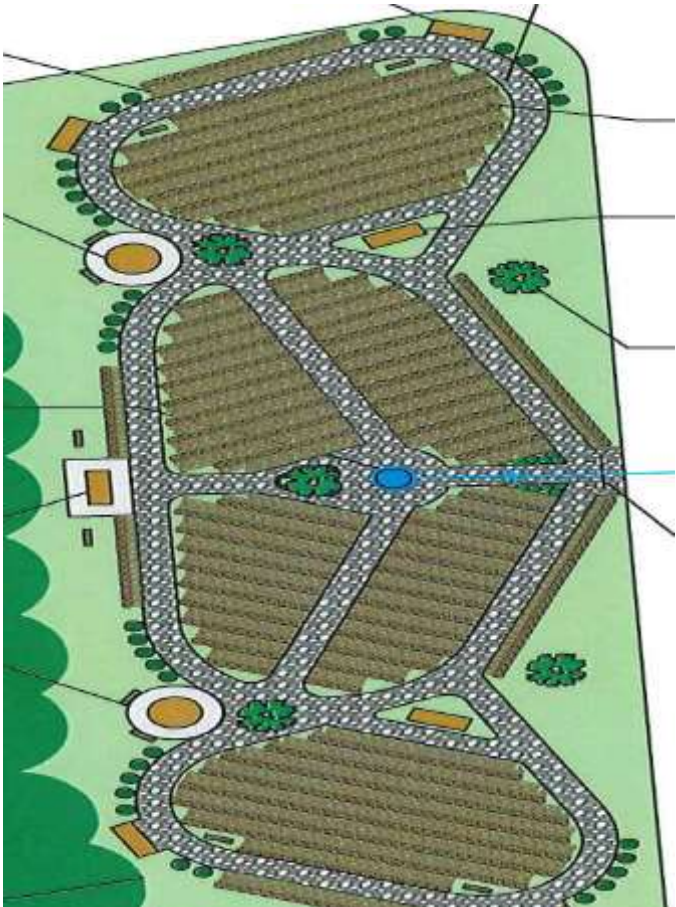
### Major Projects

-Completed the planning and layout for the cremation garden at Forest Glade Cemetery slated for construction in the spring of 2018.

### Cemetery Revenue

Number of foundations installed	68
Number of graves sold	90
Number of interments	135
Income from sale of graves	\$ 49,500.00
Perpetual Care	\$ 30,000.00
Sale of Services Revenue	\$ 72,647.50
<b>Total Revenue</b>	<b>\$152,147.50</b>

*Future Forest Glade Cemetery Cremation Garden*





## ***DPW - FLEET MAINTENANCE DIVISION***



The DPW Fleet Maintenance Division is responsible for the repair and maintenance of all vehicles from the following Departments:

- 140 DPW vehicles/equipment
- 28 Police Dept. vehicles
- 4 Fire Dept. vehicles
- 6 School Dept. vehicles
- 2 Council of Aging vans
- 1 Building Inspector's vehicle
- 1 Animal Control Officer's vehicle

The Division Provides Preventative and Predictive Maintenance of vehicles and other equipment. All minor repairs and most major repairs are completed by our dedicated and talented staff.

Fleet Maintenance responsibilities, include: preparing specifications for equipment purchases; performing emergency operations for winter events, rain events, hurricanes, flooding, etc.; providing a consistent supply of fuel to all town departments, assisting other DPW divisions and Town Departments on a variety of issues.

### *Vehicles purchased - for Public Works in 2017*

- One (1) Sweeper
- One (1) pickup truck for Fleet Division

- One (1) pick up for Buildings Division
- One (1) dump truck for Highway Division
- One (1) dump truck for Sewer Division

In November of 2017 the Division began the process of installing a new fleet maintenance program for the management of vehicles and equipment. This program will require the renumbering of all vehicles allowing for improved management and tracking of the fleet. The new system will be up and running in late spring of 2018.

## ***DPW - BUILDING DIVISION***



### ***Senior Center – Roof Replacement, Phase II***

The Building Division of the Department of Public Works is responsible for the maintenance and operation of 46 buildings which include school and town buildings. The inventory of buildings includes major facilities such as Town Hall, Public Works, Senior Center, all Schools and the Public Safety Building. The Division is also responsible for minor facilities such as storage buildings and field bathroom buildings.

During the year work orders are processed through the DPW's work order system and consist of various types of work which include: electrical repairs and upgrades, HVAC preventative maintenance and repairs, HVAC filter replacement, carpentry, roofs and window repair, and other facility repairs and improvements. Other work that is accomplished by the division includes custodial services at the town hall, public works facilities, public safety, senior center, Landrigan field buildings and park facilities. Most work is accomplished by division forces and a small percentage is out sourced.

Major Projects undertaken in calendar year 2016 include:

#### ***35 North Ave***

- Installed new modine heaters

Wakefield High School

- Replaced library carpet
- Flooring Replacement
- Courtyard door replaced
- Replaced 2 hallways of ceiling tiles
- Ceiling tiles replaced in 3 classrooms & new lighting installed
- Underground oil tank replaced with above ground tank
- Replaced section of rubber roof

11 Lafayette Street (IT)

- Installed new windows
- Basement buildout for workshops

Civic Center

- Painted Ceilings, Walls & Floors
- Windows & Gym Lights replaced
- Front entrance columns repaired & painted

Town Hall

- Replaced carpeting in Accounting
- Replaced carpeting in Conservation
- Storage Shed Pavement installed
- DPW office upgrade

Dolbeare School

- New Boiler installation
- New Energy Management System
- Replaced sump pump and associated piping

Greenwood School

- New ceilings in two classrooms and library
- New lights (LED) in two classrooms and library
- Replaced various toilets and sinks
- New flooring in library & 2 Classrooms

Yeuell School

- Replaced 15 Windows in Gym area

Dog Park

- Construct Kiosks
- Installed benches

*9-11 Albion Street*

- Exterior Painting
- Upgraded facility locks
- Brick & Granite Cleaning

*Public Safety Building*

- Installed 2 new water storage tanks
- Replaced carpeting in 6 offices
- Cleaned carpeting on Fire side

*Senior Center*

- Roof – final phase of slate roof completed
- Powered washed facility exterior
- Replaced carpeting in all offices



*Dolbeare School Boiler Removal*

## ***DPW - HIGHWAY DIVISION***



The Highway Division is responsible for the maintenance of 105 miles of roadway. Included with the roadway maintenance are the drainage systems, sidewalks, catch basin cleaning and repair, traffic and street signs, street sweeping, leaf and brush pickup, the collection of refuse, recycling, and C.R.T's, propane gas tank disposal, school parking lot maintenance, stripping crosswalks, center lines and parking areas, also the operation of the Nahant St. brush and leaf drop off center.

This Division is also responsible for the sanding/salting and snow removal of all town roadways, all Public Schools, Public Parking Areas, Public Safety Building, Town Hall, and Senior Center.

### **TRAFFIC MARKINGS**

4" Single and Double Centerline	151,812 l.f
4" Edge line	107,940 l.f
12" Crosswalk and Stop lines	32,216 l.f.
4" Parking lines	12,314 l.f.
Crosswalk centers	8,574 l.f.

Directional arrows	110
Railroad crossings	26
8' only	51
8' School	12
6" Traffic circles	1

#### TRAFFIC and STREET SIGNS

- Traffic signs installed or replaced 60
- Street signs installed or replaced 35
- Sign poles replaced 105

#### ROADWAY IMPROVEMENTS – PAVED STREETS

- Brook Street (Hopkins St to Dead End) - Hart St.
- Friend Street - Eustis Ave. Ext.
- Green Street (partial)
- Albion Street (Byron St to Broadway Ave)
- Water Street (Farm St to Butler Ave)
- Valley Street
- Melvin Street (Cottage St to Nahant St)
- Cottage Street

#### DRAINAGE SYSTEMS MAINTENANCE

- Installation of 100 ft. of curbing on Cedar Street
- Cleaned Areas of Saugus and Mill Rivers
- Cleaned, flushed and camera drainage pipes at the following locations:
- Cedar Street #99
- Cedar Court to Avon Court
- Greenwood Street #6
- Main Street (Green Street to Meriam Street)
- Elm Street at Pinehill Circle
- Doyle Ave at Doyle School
- Lowell Street at Main St Extension

#### CATCH BASIN CLEANING and REPAIR

- Cleaned – 2,277 Basins
- Repaired or Replaced 54 Catch basins and Manhole structures

#### CRACK SEALING STREETS

- Andrews Road - Clover Circle
- Andrews Circle - Gail Circle
- Bennett Street - Rosemary Avenue

**REFUSE/RECYCLING**

- Refuse collected for Calendar year 2017                7,088 Tons
- Recycling collected for Calendar year 2017            2,120 Tons

**MISCELLANEOUS**

- Weed roadside curb areas spring thru fall
- Leave and Brush Curb Side Collections – (1) in May / (2) in November
- Rivers and Brooks maintained throughout the year
- Business district swept and policed for paper and 6 days per week
- Hazardous Waste Day held at the High School in September
- Nahant Street drop off center maintained and manned for residential leaf and brush drop off
- Repaired over 425 potholes and trenches
- Assisted other Divisions and Departments on various projects
- Installed numerous traffic signs for Traffic Advisory Committee  
In the process of replacing all out dated street signs
- Line painting of various Town owned properties, Schools, Town Hall, Public Safety Bldg., etc.
- Loam and seed behind new and repaired sidewalks
- Repaired over 93 concrete and asphalt sidewalks at various locations –
- During the 2017 calendar the DPW Highway Division completed over 875 Work orders.

**PROJECTS**

- Nahant Street recycling area improvements in progress including: material processing and removal and re-grading of the site and installation of material storage bins in 2017/2018.
- Collaboration with other departments on the Walton School and Greenwood School improvements.

**PROGRAM**

- Schools plowed, salted, and sanded along with 105 miles of roadway
- Snow fence is installed on the Common in early December
- Over 50 sand barrels are placed at hills and various areas throughout Town.



- Town Sanders and Plows are maintained on a regular basis
- Winter potholes and trenches are filled and maintained as needed

Snow Fall Total for Calendar Year 2017 – 66.75 inches



*Cedar Street at Prospect Widening*



*Downtown Bench Installation*

## ***DPW - STORMWATER DIVISION***



### *Lower Common Drain Line Cleaning Project*

In its second year, the Stormwater Division continued to work closely with the respective Engineering, Highway, Water/ Sewer, Forestry and Parks Divisions on various projects as they related to stormwater mitigation and management within the Town.

The Division is tasked with implementing recommendations from the 2016 Drainage Study Master Plan which addresses water quantity within the Town, the Environmental Protection Agency (EPA)'s National Pollutant Discharge Elimination System (NPDES) which addresses water quality and compels the Town to address the following:

- 1) Public Education and Outreach
- 2) Public Involvement and Participation
- 3) Illicit Discharge Detection and Elimination
- 4) Construction Site Stormwater Runoff Control
- 5) Post Construction Stormwater Management in New Construction and Redevelopment
- 6) Pollution Prevention and Good Housekeeping in Municipal Operations

The new NPDES NOI requirements have been issued by EPA and the Town's NOI permit must be submitted in the summer of 2018. The process

of developing the permit has begun. Until the new NOI is submitted and adopted, the all permit (NOI) is still in effect.

In 2017, an effort has been made to make stormwater a more transparent conversation between residents and stormwater personnel. This is ensured by guaranteeing the accessibility of personnel and an ongoing commitment to community outreach through lesson plans for Wakefield Public Schools, improved website updates, brochures, and participation at community events.

Part of the Stormwater Division's responsibilities is to investigate areas where localized flooding occurs or service requests are received. This task is managed through:

- 1) Monthly water elevation testing
  - a. Monitoring and graphing variation
  - b. Locating dams and debris build up and coordinating cleanups
- 2) Formation of drainage projects as necessary
  - The New Salem St. Culvert replacement project
- 3) Brook cleaning
- 4) Ditch clearing and cleaning
- 5) Catch basin and manhole maintenance and cleaning

The Stormwater Division is excited to announce the inclusion of a drone equipment to its tool box. This equipment will allow us improve our vantage point of physically inaccessible waterbodies within the Town. The plan is to use the drone as an integral aspect of the work we will complete.

Most recently, the Stormwater Division has taken on the responsibility of drainage mapping, with the goal of updating and compiling the Town's drainage data onto a coherent GIS map.

Additionally, the Division has placed emphasis on wetlands replication projects in order to mitigate stormwater runoff and return native species to the habitat and surrounding community.

# Town of Wakefield DPW

## Lake Quannapowitt Filter Berm

Wakefield Department of Public Works' Forestry and Parks Divisions clean the Lake Quannapowitt Filter berm twice a year (typically in the spring and fall) (see the above picture to the right of crews cleaning and restoring the filter berm in October, 2016)

The Lake Quannapowitt filter berm serves as a stormwater treatment facility at an outlet where there is typically a heavy pollutant load. The berm was constructed to capture the stormwater and treat it prior to it entering the lake during certain storm frequencies.

During cleaning of the berm the Forestry and Parks Divisions clear excessive plant growth from the edges and also scope the top layer of dirty sand from the berm. The dirty sand is hauled to an appropriate disposal site and is replaced with clean sand so that the berm continues to operate effectively. (see the below picture to the right of the Lake Quannapowitt filter berm after cleaning and restoration)



## Municipal Stormwater Management

Wakefield is fortunate to have streams, brooks, and rivers that run through or are near Town. These waterbodies are not only beautiful to look at, but they play an important role in transporting stormwater runoff.

Stormwater runoff drains directly into catch basins on your street; unlike wastewater, the runoff is not treated before it empties into a local water body. That's why it's so important that our stormwater runoff remains clean. While the sanitary sewer runs to a treatment plant, the separate stormwater sewer runs to Lake Quannapowitt, Crystal Lake, and the Mill and Saugus Rivers.

Pollution of these waterways has a number of consequences. Bacterial pollution from pet waste and other sources can make waters unsafe for recreation and cause disturbances in aquatic ecosystems. Excess phosphorus or nitrogen can cause harmful algal blooms that threaten the health of aquatic systems, especially for fisheries. That's why the little things everyone can do - such as picking up pet waste, or using less lawn fertilizer - can help us keep waterways clean for everyone who uses them!



## ***DPW - WATER DIVISION***



### ***Broadway Water Treatment Plant***

#### ***Slow Sand Filter Cleaning***

The Town of Wakefield used approximately 682 million gallons of water in CY 2017. This water is supplied by two sources, namely the MWRA and the Broadway Treatment Facility utilizing Crystal Lake as the source.

The Water Division is responsible for the operation and maintenance of the Broadway Water Treatment Plant, Linden Street pumping station, Montclare Avenue booster station, Sidney Street booster station, and the Sidney Street water storage standpipe. The Division is also responsible



for the maintenance and repair of the water distribution system and the monitoring of water quality testing and reporting as required by the Massachusetts Department of Environmental Protection (DEP).

#### Water Distribution System

The Town's distribution system consists of approximately 110 miles of water main piping. This system requires constant maintenance to ensure proper operation, reduce system interruptions, provide sufficient water for fire protection, and ensure water quality. Examples of Distribution system maintenance include; repairs to water main breaks, replacement of older mains, service lateral replacements (water main to curb stop), water main flushing, leak detection, replacement / repair of gate and curb boxes, Dig Safe mark-outs, gate valve box locating-marking-clean out, gate valve exercising, water main shut downs, pipeline disinfecting and testing, fire hydrant replacements, repairs and winterizing, inspections to new installations and repairs by contractors, maintenance of pressure reducing valves, water booster stations, and inspection and maintenance of the Sidney Street water storage standpipe.

#### Broadway Water Treatment Plant

The division operates the Broadway Water Treatment Plant five (5) to six (6) days per week in accordance with our withdrawal permit. The treatment plant draws its water source from Crystal Lake. The water treatment process includes; intake screens, fluoridation, slow sand filtration, disinfection, and PH adjustment. The plant is operated by departmental staff licensed as State Certified Treatment Plant Operators.

#### Water Quality

The division performs weekly bacteriological sampling at 11 sites strategically located throughout the system to provide a representative overview of the entire system. This sampling is conducted to monitor against the presence of pathogenic bacteriological contamination. This sampling also provides proof of proper disinfection, and confirms the presence of a distribution system disinfectant residual. The division is constantly testing the water quality to ensure safe drinking water and to protect against contamination. This is achieved through various field testing procedures and the completion of all water quality testing as scheduled and mandated by the MDEP.

#### Cross Connection Control

The division continually maintains an active Cross Connection Control Program. This program consists of regular testing of existing backflow devices to insure proper protection from backflows and back siphonage of

contaminates into the drinking water system. The program also conducts surveys of facilities throughout the Town in order to identify and protect against potential new sources of contamination.

#### Water Meters

The Division reads approximately 9000 water meters per billing quarter (36,000 per year), along with multiple additional meter readings for new accounts, change of ownerships, repairs, replacements, etc.

Throughout the year multiple new meters are installed to service new accounts, while older meters are constantly being replaced to upgrade the system. Additionally, maintenance on water meters includes: replacing frozen or damaged meters, repairing leaks, repairs-replacement-rewiring of outside registers and transmitters.

#### Water Meter Replacement Program

The Town is continuing the process of replacing system water meters and installing Automatic Radio Reading equipment. Appointments are scheduled for each home, servicemen replace the meter in the basement and a new radio transmitting device is installed outside of the home as a replacement to the existing manual reading receptacle. These meter replacements have and will continue to streamline the meter reading and billing process, substantially improving efficiency and accuracy.

As part of the Town's Water Meter Replacement Program, Wakefield has contracted Thielsch Engineering / USI Services. The company is in the process of sending post cards through the mail to schedule appointments with residents to have their water meter system replaced.

#### **Please respond to the request to set an appointment for your Meter Replacement**

Your cooperation in having your meter system replaced will ensure the Town's ability to read your meter remotely within a consistent quarterly period (90 days) and produce a timely bill.

#### Fire Hydrants

The Division maintains approximately 900 public fire hydrants throughout the distribution system. Hydrants require constant ongoing maintenance in order to ensure proper operation during an emergency fire-fighting situation and water main break. The Water Department winterizes hydrants each year to prevent hydrant freezing. At this time caps are removed, hydrants holding water in the barrel are pumped down and food grade antifreeze is added to prevent freezing. The general condition of the hydrant is evaluated, and work orders produced for any



needed repairs. Caps are removed, cleaned, and lubricated to ensure operation when needed. Hydrants known to hold water are checked periodically throughout the winter. Hydrants are also checked for proper operation during water main flushing. Each year the Department cleans and paints a portion of hydrants as an ongoing maintenance process. Each year a portion of the systems older hydrants are excavated out and replaced with new hydrants. Hydrants are also used for a variety of distribution maintenance functions such as water main flushing, water quality sampling, pressure testing and monitoring.

#### *Work Manager System*

Along with the continual day to day maintenance and repairs to the water system, the Water & Sewer Divisions were assigned and completed approximately 1508 additional service requests. These requests cover a wide variety of repairs, installations, and situations responding to both the residents and system needs.

#### *Snow and Ice*

Both the Water and Sewer Divisions participate in all town snow and ice removal operations. All division personnel and equipment are involved in clearing of snow and ice during storm events.



*Water Main Break Repair*

#### *Town Water Pumping Information for Calendar Year 2017*

CY 2017				
WATER PUMPING RECORDS ( MG )				
MONTH	CRYSTAL LAKE	M.W.R.A	TOTAL QUANTITY  PUMPED	
January	8.242	41.99	50.232	
February	6.217	38.14	44.357	
March	8.986	40.00	48.986	
April	8.982	40.41	49.392	
May	13.585	43.55	57.135	
June	20.941	49.20	70.141	
July	12.768	53.58	66.348	
August	19.444	54.35	73.794	
September	17.177	46.05	63.227	
October	8.746	53.03	61.776	
November	10.424	38.26	48.684	
December	7.713	39.81	47.523	
Totals	143.225	538.37	681.595	

## ***DPW - SEWER DIVISION***

The Sewer Division is responsible for the operation and maintenance of the entire wastewater collection system.

***Collection System Infrastructure*** - The collection system is comprised of an estimated 95 miles of sewer main and approximately 8500 sewer service laterals. The collection system mains, service laterals, manholes, structures, covers, etc., require constant maintenance to ensure proper operation, reduce service interruptions, and to prevent back-ups, surcharging and overflows.

Examples of some routine required maintenance performed on the system include; main flushing and jetting to reduce the buildup of grease and settled debris leading to main blockages, root cutting and treatment to clear and prevent the reoccurrence of root intrusion, cleaning and treating service laterals, repair and rehabilitation of manholes, covers, and structures, Dig safe mark-outs for excavations, pipe repairs and or replacement of broken mains and services, inspections of new sewer mains, service installations, and repairs by contractors.

***Pumping / Lift Stations*** - There are eleven (11) Pumping / Lift Stations utilized in the waste water collection system: Farm Street Station, West Park Drive Station, Plaza Road Station, Findlay Street Station, Audubon Road Station, Bay State Road Station, Lakeview Ave Station, Main St @ Central St Station, Spaulding Street and two (2) at Landrigan Field. These stations collect wastewater from low-lying areas and discharge to points in the collection system at higher elevations allowing the flow to continue by gravity. These stations require constant maintenance of pumps, compressors, tanks, controls, and alarms to ensure proper operation, uninterrupted service, and prevent system back-ups and overflows.

The Division has an ongoing program for the replacement / rehabilitation of aging wastewater lift / pumping stations. The two remaining stations, Bay State Road Station, and the Findley Street Station rehabilitation is in the process of being designed for construction in 2018.

***Inflow and Infiltration (I&I)*** - The Division is constantly working in conjunction with the Engineering Division and the Town's consulting engineers to identify and remove extraneous flows into the collection system (I&I). A few examples of "Inflow" sources include; roof leaders tied into the collection system, basement sump pumps discharging to the

homes sewer service, other drainage systems tied directly to the sewage collection system. Examples of “Infiltration” sources include: broken or cracked sewer mains and services, loose or missing sewer covers and caps, and other defects in system piping and components that allow groundwater and or rainwater to enter the system.

I/I flows that enter collection mains can exhaust the system’s capacity resulting in sewage surcharging, overflows, and back-ups. The additional I/I flows significantly add to the cost of equipment maintenance, utilities and manpower associated with operating the system.

Identifying and removing flows from I/I sources reduces the annual metered volume of wastewater discharged from the Town into the MWRA system. This can result in significant reductions in the Town’s MWRA sewer assessment. The Town is continuing the process of installing a control and data collection system our sewer stations which allows data collection and analysis from sewer stations. This information will greatly enhance the town’s ability to identify sewage flow volume and discharge patterns and identify inflow and infiltration sources.



*Sewer Main rehabilitation work*

**Work Orders** - Along with the continual day to day maintenance and repairs to the sewer system, the Sewer Division was assigned and completed approximately 155 service requests. These requests cover a wide variety of repairs, installations related to residents and system needs.

**Emergency Service** - For emergency service please call the Wakefield Water & Sewer Divisions, 24 Hour Emergency Telephone **781-246-6318**.

# **Education**

## *Reports of*

SCHOOL COMMITTEE AND  
SUPERINTENDENT OF SCHOOLS

LUCIUS BEEBE  
MEMORIAL LIBRARY

LIBRARY TRUSTEES

LIBRARY STAFF

NORTHEAST METROPOLITAN  
REGIONAL VOCATIONAL  
HIGH SCHOOL



## *Report of the School Committee*

The Wakefield School Committee is pleased to report continued successes in the halls of the Wakefield Public Schools throughout 2017. Through working together with school administration, Town government, and community partners, the School Committee continues to seize the momentum and insist upon quality teaching, rigorous curriculum, and individualized student learning.

The School Committee welcomed newly elected member Anne-Marie Fortier and welcomed back long-time School Committee member Chris Callanan. Committee members also extended their thanks to Anne Danehy for her years of service to Wakefield and Wakefield's students. During the organizational meeting in April, the School Committee voted to appoint Rob Tiro as the Chairman of the Committee and Thomas Markham as Vice-Chairman.

Recent investments made in the Wakefield Public Schools proved their worth in 2017. MCAS results identified Wakefield Memorial High School as a Level 1 school and the Wakefield Public Schools, under the leadership of Superintendent Dr. Kim Smith, received commendation for the innovative approach to student growth measures which better allow Wakefield teachers and administrators to educate each student on a personalized, individual basis. The School Committee is proud to see the Wakefield Public School system leading as an educational innovator in Massachusetts.

In an effort to relieve the ever-growing financial demands upon families, the School Committee, in concert with Town government, reduced extracurricular student user fees by 20%. The Committee wishes to thank the Town Administrator and Town Meeting members for their instrumental help in this process.

Now and in the future, the Wakefield School Committee remains committed to our vision of graduating students who are confident, lifelong learners who are respectful and caring members of their community. This is accomplished through following our mission to prepare students for college, career, and community by providing rich and challenging curriculum, high quality instruction, and educational experiences that meet their individual needs and interests.

## Report of the Superintendent of Schools



The vision of the Wakefield Public Schools is to empower our graduates to be confident, lifelong learners who are respectful and caring members of their community. In 2017 we continued to drive our mission and strategic actions to prepare our students for college, career, and community by providing them with rich and challenging curriculum, high quality instruction, and learning experiences designed to meet their individual needs and interests.

We continued our focus on Early Childhood Education at the Doyle Early Childhood Center and in our full day, tuition free Kindergarten classrooms across the district. The integration of instructional technology is ubiquitous across all grade levels, enhancing and personalizing the learning experience for our students. New curriculum adoptions have strengthened Reading instruction in our elementary schools and created robust curriculum pathways in Science, Technology, and Engineering for our middle and high school students. Our highly skilled teaching core continues to deliver quality instruction that is differentiated to ensure that all students are included, challenged, and learning. In 2017, our staff focused on Growth Mindset and collaboratively developed a new Social Emotional Health and Learning Strategy and action plans.

State assessment results reveal progress that points to our community's significant investments in curriculum and resources for the school department. Wakefield Memorial High School achieved a Level 1 Accountability Rating in 2017, the fourth school in Wakefield to achieve this honor in the past two years. In Math, WMHS scored a higher Student Growth Percentile than most of our neighboring districts and the highest overall performance of the six Middlesex League high schools with similar demographics. In English Language Arts, 97% of WMHS students scored proficient or exemplary, with zero students failing the test. This ranks WMHS as the second highest Performance Level and the 3rd highest Student Growth Percentile in the 12-member Middlesex



League. Wakefield joins Lexington, Winchester, Melrose, and Arlington as the only Level 1 high schools.

And, of equal importance, we have enhanced our students' opportunities to participate in a rich variety of extracurricular activities by reducing the cost of activity fees by 20%, including Athletics, Music, and Theater programs, as well as Visual Arts, Math, and Science clubs.

Our community's renovation plans for the Walton School promise a significantly improved learning environment for its students, featuring a Library Media Center, an Art room, and the opportunity to bring Kindergarten students "home" by 2018.

As a testament to the strength of the strategic plan and progress of the Wakefield Public Schools, the Massachusetts Department of Education and Massachusetts Association of School Superintendents used the Wakefield Public Schools' Instructional Strategy and Core Values, Vision, and Mission as an exemplary model to over 30 new Massachusetts Superintendents as part of their induction program for the second consecutive year.

The Wakefield Public Schools were recognized again in 2017 for our work in developing an innovative tool for measuring student growth as part of the Educator Evaluation System. The following passage appeared in the November 10, 2017 Massachusetts Department of Education Commissioner's Weekly Update:

**A Note from the Acting Commissioner:**

It was great seeing many of you at the MASS/MASC conference on the Cape earlier this month. I'm always impressed by the breadth and depth of the panel sessions and presentations on so many vital topics. One session that particularly stood out for me was a presentation by Wakefield Superintendent Kim Smith on the very robust set of rubrics they've been developing to measure student growth and learning. MCAS scores are part of it, but so are many other qualitative and quantitative dimensions of student performance. We all know that MCAS does not measure all of the content and skills that we want our students to know. But how often do we hear the complaint that a district is shortchanging some element of the curriculum because "It's not on MCAS"? I believe it is neither feasible nor desirable for us to expand the state testing program to incorporate every dimension of student learning. So it's nice to see districts like Wakefield that are willing and able to put MCAS scores into perspective

and develop comprehensive local measures to support their educational goals.

Finally, in 2017, the Wakefield Public Schools developed and unveiled the Learn Anywhere school cancellation project, approved by the School Committee for implementation during the 2017 – 2018 school year. Learn Anywhere engages students in quality, real-time, authentic learning experiences that take place within the curriculum sequence, to be used in place of making up snow days at the end of June. The educators of the Wakefield Public Schools are commended for innovative leadership in developing this 21<sup>st</sup> century learning model, with many school districts in Massachusetts requesting access to our model.

## Report of the School Department Budget

The expenditures for the 2016-17 school year were as follows:

Personnel Services - \$29,349,743

Contractual Services - \$3,269,110

Materials & Supplies - \$1,443,439

Sundry - \$24,337

Special Education Tuitions - \$2,176,335

Total Expended Funds - \$36,262,964

Capital Outlay - \$81,950

Transportation Fees / Offset - \$90,000

### Grants

262 - Early Childhood - \$32,285

274 - Special Education Program Improvement - \$25,165

240 - Federal Special Education Entitlement - \$837,492

317 - METCO - \$321,167

632 - Academic Support - \$176

140 - Title IIA Teacher Quality - \$49,824.80

305 - Title I - \$226,790

237 - Coordinated Family & Community Engagement - \$168,504

Circuit Breaker Special Education Reimbursement - \$1,422,203

The year saw 8 staff members retire from the system. We are indebted to those professionals for their years of service to not only the Wakefield Public Schools, but to the many students who passed through the doors.

### *Name of Retirees*

Paul Michael Bennett

Muriel Campbell

Carol Odachowski

Margo Perriello

Maryellen Russel

Kathy Shea

Susan Siebeking

Rosemary Tarr

## **Report of the Curriculum Department**

### ***Curriculum & Professional Development***

The vision and goal of the Wakefield Public Schools Instructional Strategy is to graduate confident, lifelong learners who are respectful, caring members of their community. Our strategy to make this vision a reality is to provide rigorous curricular experiences for all students in preparation for college and career. This includes providing consistent, standards-aligned curricular materials and instructional practices in all classrooms across the District. A fundamental part of this work is inspiring in our students a love of learning.

Our work is guided by the WPS Curriculum Review and Renewal Plan, along with the WPS Instructional Strategy which is designed to allow us to review materials, instruction and assessments and to ensure we are getting the best curricula materials in place to support teaching and learning.

### ***Doyle Early Learning Center***

At Doyle we have a new phonics word-study program called the *Foundations Program* by Wilson that supports students' awareness and development of alphabetic ordering, principles of letter-sound associations, and written language skills for PreK students.

### ***Elementary Readers Workshop Implementation***

In 2017-2018, we have formally implemented Readers Workshop from Teachers College at Columbia University. Readers Workshop is the complement program to Writer's Workshop, adopted three years ago. Instruction in each program focuses on reading, writing, speaking and listening in response to authentic texts. Each program aligns with the newly issued Massachusetts ELA Curriculum Frameworks, where student work and assessments are used to guide our progress and professional development. This program provides the same lesson structure as Writer's Workshop and rounds out reading and writing programs in grades K-4. The implementation of each program was carefully guided by the elementary literacy coaches and the elementary principals.

### ***Elementary Science Pilot***

Two programs from McGraw Hill and FOSS are being piloted this year in grades K-4. The Pilot Team is made up of teachers from each elementary grade level and school. Teachers are using both programs with students to assess strengths and areas of weakness before we make a recommendation in the spring to implement one of these programs in the fall.

***Elementary and Middle School Health and SEL Pilot***

In grades K, 1, 2 and 6, we are piloting a new research based health curriculum that focuses on Social Emotional Learning (SEL) and the SEL curriculum standards using the Michigan Model Curriculum. Teachers are engaged, learning as a cohort to use the program and to develop lessons to meet the needs of our students.

***Middle School Science Curriculum Implementation***

After piloting two programs last year, the middle school is implementing a new Science Program from McGraw Hill. The program is research based and aligned to the new curriculum frameworks. Teachers and the Science Curriculum Coordinator at the middle school are working in cohorts and Professional Learning Communities (PLC's) to learn and support the new implementation.

***High School Biology and Environmental Science***

The high school has implemented new Biology and Environmental Science Curriculums. The Biology program is produced by McGraw Hill and the Environmental Science Program by Houghton Mifflin. The high school teachers, along with the Science Department Coordinator, have worked in an action research group to support the new implementation.

***High School Technology and Engineering***

The high school has also adopted a new Principles of Engineering elective produced by Project Lead the Way. The program is exceedingly popular in the first year with two full sections and the teacher and students are engaged in engineering topics that include mechanisms, strength of structures and materials, and automation. Within the engineering projects students develop skills in problem solving, collaboration and presentation as well as research and design.

***Professional Development***

A vital part of making the WPS Instructional Strategy come alive is professional development and the focus on innovative instructional practices to engage students in their learning. This professional development or professional learning takes place during the school day, which we refer to as job-embedded professional development, as well as outside of the school day. As part of our job-embedded PD, teachers learn with and from one another in Professional Learning Communities (PLC's) where teachers get together to examine student work and to use artifacts of student work and assessments to monitor student progress. Teachers have created and aligned their student learning goals with the (PLC) and School Improvement goals. The Literacy Coaches, the Math Coach, and the Curriculum Coordinators collaborate in coaching cycles and the use of protocols to facilitate PLC's to improve learning experiences for students.

Teachers participate in professional development offered by the district in the Five-Part Series that focus on Action Research, Special Education Inclusive Practices and Sheltered English Instruction (SEI) Strategies to support and engage special education students and English

language learners. This professional development takes place on early release days; teachers can choose which offering best meets their professional development needs and the needs of the students they teach. The model is aligned with the Massachusetts DESE Standards for High Quality Professional Development. This model offers teachers 15 hours of professional learning and professional development points to use for the State teacher certification. Additionally, teachers and administrators new to WPS are provided a mentor to guide them as they transition to Wakefield.

## **Report of the Special Education Department**

The district provides or arranges for the provision of each of the elements of the I.E.P.s (Individualized Education Programs) of students in need of special education from the ages of three through twenty-two, ensuring that a continuum of services and differentiated placements are available to meet the needs of the students with disabilities, and takes all steps necessary to ensure compliance with all elements of the I.E.P.s, including vocational education.

During the school year 2017-2018, the Special Education Department has focused on arranging professional development time for teachers and paraprofessionals in the areas of Language Based programming and Social Emotional Health and Wellness. These two topics have been highlighted as areas of need for our students, therefore they are important to address so that we can continue to see progress within the classrooms when working on curriculum. The outcomes of these professional development topics will lead to positive inclusionary practices in both our general education classrooms and within our special education services.

The Special Education Department has also been busy implementing suggestions and recommendations generated from our Coordinated Program Review from last spring. It is our intention that all identified areas are 100% compliant by June, 2018. Improvements to our SEPAC structure, the addition of accessible playground structures and review of current programs within our district have already been completed; our expectations are that these upgrades will only improve the positive programming and services already established in the Wakefield Public Schools.

## **Report of the Wakefield Academy**

Wakefield Academy is now in its eleventh year of operation as part of the Wakefield Public Schools. The district is currently in the process of recruiting a new Director of Wakefield Academy.

Wakefield Academy provides numerous types of extended day programs for all students in the Wakefield Public Schools. Before and After School Programs are offered at each elementary school for grades K-4. The Doyle's Pre-K Before and After School programs continue to grow in their third year of operation. The Galvin offers an After School Program for students in grades 5-8 and a new Before School Program for students in grades 5 and 6. Each Before and After School Program is staffed by qualified WPS employees and offers a structured learning environment to accommodate the schedules of working parents.

In addition to the Before and After School Programs, each school also offers a series of Enrichment Programs. The majority of these programs are run by WPS staff members and are designed to meet the needs and interests of all students in the district. Some program offerings include recreational sports programs, dance, homework clubs, visual and performing arts, science and STEM-based programs, yoga, TV media, cooking, home economics, archery, strength training and conditioning, cultural exploration, cake decorating, robotics, and computer programming.

Starting in the 2016-2017 school year, Wakefield Academy launched "Warrior Academy" at Wakefield Memorial High School. Warrior Academy encompasses all programs held at WMHS through Wakefield Academy, including a new "Pre-Game Program" available to all students before school in the library.

Wakefield Academy continues to expand at the high school through the development of several extracurricular offerings. The majority of high school programs are student-driven and are supported by WMHS staff. Such programs include an Italian Club, Engineering Club, Fashion Club, Gardening Club, Girls Coding, and Spanish Club. Wakefield Academy is also excited to offer a Mindfulness program to the students of WMHS free of charge. This program is run by WMHS staff and is designed to help students develop strategies to minimize stress and anxiety, regulate emotions, and improve focus.

Wakefield Academy has become increasingly proactive in its pursuit to provide positive academic and social experiences for all students. Special Education liaisons have been hired at the Dolbeare, Woodville, and Galvin schools to help Wakefield Academy staff accommodate the needs of all students.

A new character-building curriculum is also being developed for implementation at the elementary school level. This program is designed to provide students with the knowledge and skills to be successful students and citizens in the community and will directly correlate to the district's initiative in social-emotional learning. Students in the After School Programs will have access to this new curriculum.

Wakefield continues to maintain a successful partnership with the town's Recreation Department. Through this partnership, Wakefield Academy has broadened its enrichment offerings to include such programs as parkour, archery, karate, babysitting certification, culinary arts, and fencing. The response to these programs has been tremendous and has given the students of Wakefield the opportunity to experience different crafts that they had previously never been exposed to. Additionally, this partnership has helped expand the roles of both Wakefield Academy and the Recreation Department in the community.

February and April Vacation Programs, Professional Development half-day programs, and Summer Programs are also offered at a central location for students in grades Pre-K through 6. These programs include a number of structured activities as well as presentations and field trips. These special programs are limited in enrollment and are registered for separately from other Wakefield Academy programs. Wakefield Academy also offered child care for families to attend the Wakefield Public Schools' Parent University.



Wakefield Academy seeks to continue expanding its role in the school community by offering programs that meet the needs and interests of all students across the district. Through providing rich and robust learning opportunities, Wakefield Academy hopes to provide the students of Wakefield fulfilling opportunities not typically available during the regular school day.

Additional information on Wakefield Academy can be found by clicking the Academy icon on the Wakefield Public Schools homepage at [www.wakefieldpublicschools.org](http://www.wakefieldpublicschools.org). Information can also be found on Wakefield Academy's Facebook page.

# **Report of the Wakefield Public Schools Facilities Department**

## **2017 Capital Projects**

**Wakefield Memorial High School** – targeted flooring and ceiling replacement inclusive of LED lighting and remediation where necessary; replacement of (3) main kitchen ovens

**Dolbeare Elementary** – boiler replacement; balancing of HVAC and Energy Management System

**Woodville Elementary** – targeted interior painting of (4) classrooms

**Greenwood Elementary** – targeted ceiling classroom replacement inclusive of LED lighting; select flooring replacement inclusive of remediation where necessary; interior painting of classrooms

**Doyle Elementary** – targeted floor replacement inclusive of remediation where necessary

Wakefield Public Schools has engaged stakeholders in various roles throughout the district and the community and used the District Strategy as a guideline to develop a new District Technology Strategy for the next three years that focuses on Student Experience, Teacher Experience, Community Engagement, and Management/Operations.

**Project #1 Wireless Internet Expansion Districtwide**

To support the demand of the increased use of technology in the classrooms, we expanded access to wireless Internet services by placing a wireless access point in every classroom at all schools.

**Project #2 Library Media Specialists/Learning Commons**

Our Library Media specialists at all grade levels continue to integrate themselves into the school communities with a role shift that has them delivering technology skills as an integrated experience to their own library curriculums at all levels. Digital tools and research skills are delivered through co-teaching with the classroom teacher as well as thought standalone projects led by the LMS. At the elementary level, teachers have adopted the exclusive use of Google Classroom as a way to deliver organized classroom instruction, as well as offering a window for parents and families into what's happening in the classroom. Students are now fluent in the use of Google Apps throughout the district and have been introduced to a myriad of ways to display their learning (i.e. digital portfolios, voice and video recording, website creation, digital storytelling).

**Project #3 Wakefield Memorial High School - Project Lead the Way**

The students at Wakefield Memorial High School are engaged in the Project Lead the Way engineering courses, designing and building control system (computerized) machines, including remote controlled cars, elevators, a vending machine, cookie topper, and guillotine! They have showcased their creations throughout the school to share the successes of their work and to build interest in this type of coursework for the future.

**Project #4 Classroom AV Systems in Wakefield Public School Classrooms**

Across the district, we've completed our plan to standardize classroom AV/projection systems at all schools in the district. Every active classroom in the Wakefield Public Schools is now equipped with ceiling mounted projectors which can be accessed via wireless from any location in the classroom. We will continuously monitor the use of the AV systems to develop a process to add/remove/replace projectors as required.

**Project #5 Maintaining Our Chromebook Inventory**

This year, we've started our cycle to replace Chromebooks purchased for 4th grade classrooms with more durable devices. At the 5th grade level, we've started assigning devices to an individual student so they feel a sense of ownership of the device which will be used by that student exclusively for the life of that device.

**Project #6 Hardware Replacement Plan**

Our goal of purchasing 100% of our replacement teacher and student devices from the local budget has been met. We no longer have to make a capital request for devices for any school in the district and we're able to maintain a local 5 year replacement forecast at all times based on our current inventory and allocation.

## **Report of the Guidance Department**

The Wakefield Memorial High School guidance department assisted 229 students in graduating in June of 2017. They reached their post-secondary goal in various forms, 80% went on to four-year colleges, 11% to two-year colleges, 7% joined the work force, and 2% went to trade school, prep school or joined our armed forces. One hundred and ninety-seven members of the senior class took 392 Advanced Placement exams in 22 subject areas. Seventy-Two percent of the students received a grade of three or better, which is worthy of college credits from the colleges they plan to attend.

The dropout rate for school year 2016-2017 was 0.008%. The entire staff and faculty work diligently to assist the guidance staff in developing successful four-year plans for all our students. Counselors attend special education and 504 team meetings, consult frequently with staff and administration, comprise the majority of intervention and crisis teams, and act as the primary contact with families and community support agencies. The Wakefield Memorial High School and the Galvin Middle School staff are working as a team to enhance the transition from 8<sup>th</sup> to 9<sup>th</sup> grade for all students. Recently established Guidance and Steps to Success Homerooms and daily support programs have further solidified services to connect with students and trusted adults.

The Guidance Office also acts as the Registrar's Office of the school and by December 2017, twenty-seven new students entered Wakefield Memorial High School. The guidance staff plays an instrumental role in acclimating a large population of new students into the wonderful culture of Wakefield High. Along with a compassionate staff, the office is supported by eight students: Lily St. Germain, Adriana Minasian, Megan Burnett, Ariana Margolis, Juan Castro-Vicente, Henri Preve, Anna Riley, and Helen Salvatore who volunteered in the student ambassador program as a result of a Rachel's Challenge Program. The guidance department also benefits from the support of an outstanding teaching assistant, senior Kaitlyn Murphy.

Technology is a large part of the Guidance Office. The Ipass student information system is used to manage the building, and to create and monitor the master schedule. The guidance and teaching staff use it as

well as a means of collecting data on grading, attendance, discipline and state reporting. The administrative team also relies on an iPad to access Ipass and Naviance data while mobile and during emergencies. The Naviance program collects data on college applications and admission trends. The program is also accessible to students to use from home in order to search colleges and careers. Students are introduced to the Naviance program in their sophomore year with an introduction to Career Interest Profiler module. We are using both these programs to electronically transmit transcripts (early transcripts, first term grades, mid-year grades and final grades), our school profile, counselor reports and teacher recommendations directly to post-secondary institutions. The “bring your own device” initiative has become embedded and has dramatically enhanced the department’s ability to work with students around these programs.

Students in the class of 2017 submitted on average 6 college applications each resulting in the guidance office processing 1,425 initial transcript requests. This number does not include mid-year reports sent to every college, transcripts needed for scholarships and job opportunities, nor the final transcripts which are processed to each school our students are attending. This brings the total number of transcripts processed to over 2000. Our students have applied to 239 different colleges and yielded 739 reported acceptances. Students in the class of 2017 attend 74 different schools of higher education. WMHS staff and students have expressed great satisfaction with this product and we all benefit from a reduction in paper, copier and postage costs; and from an increase in efficiency, documentation, and time to focus on teaching and learning.

WMHS continues to provide full access to the Iparent module of Ipass which offers parents on-line access to grades, teacher rank books, schedules and biographical data. Starting with school year 2016-2017 all student progress report and report cards are posted in Iparent accounts and no longer printed. This module also allows for parents to update the biographical data thus supporting the district in having access to real-time communication/emergency data. Also starting school year 2016-2017, WMHS students have access to Istudent accounts where they can access the same data as their parents. In addition, all students’ accounts at WMHS are attached to a parent email which allows the district to communicate fully with all families and all students. Staff and students appreciate the town’s support in purchasing and supporting these technology programs.

2017 Graduates

Evan Cosmo Abbondante
Jacob Justin Allen
Austin Tyler Allocco
Natalie Ann Antonino
Shahnawaz Anwar
Evan Basil Arambages
Emily Grace Attaya
Adanna Bobbie Badgett
Alexa Marie Benedetto
Mark Nicholas Benedetto, Jr.
Caroline Rose Bennett
Devin Paul Bergeron
Emily Marie Bertini

Samuele Bianchet-David

Yasin Birgun

Julia Alice Bossi

Sarah Andrea Boudreau

Christopher Massie Brown

Leila Joy Buonfiglio

Evan Michael Burns

Emma Evangeline Butler

Kyle Richard Cabral

Mary Rose Callahan

Louise Elizabeth Canavan

Zachary Alexander Carito

Abby Violet Walter Chapman

Rebekah Chapman

Briana Marie Cieniewicz

Mark Lawrence Chiodi

Alexis Isabel Christie

Emily Rose Cierpial

Benjamin Thomas Clark

Benjamin Daniel Coccoluto

Austin Goudreau Collard

Caitlyn Rose Collins

Ty Dumont Collins

Joseph Roy Connell

Calvin William Connor

James Robert Connors

Maeve Brenna Conway

Scott Thomas Cooley



Daniella Marie Cora

Alyssa Renee Corso

Dominique Nellie Covalucci

Zachary Thomas Covellev

Samantha Michelle Cross

Peter Joseph Crump

Kelsey Jeanne Czarnota

John George D'Alessandro

Camryn London Davies

Andrew Peter DeLeire

Gaetano DeNardo, Jr.

Anthony Paul Denham

Julia Marie Desrocher

Andrew John DiCarlo

Gina Marie DiMascio

Daniel Jonathon DiMeglio

Hannah Elizabeth DiTonno

Andrew Justin Donnelly

Nathan William Dowdie

Amber Briana Drinkwater

Kylie Megan Dubé

Jenna Christine Dunton

Griffin Alexander Ell

John James Evangelista

Theresa Kathleen Fallon

Ashleigh Evelyn Farrow

Isabella Rose Ferraro

Hannah Rose Filleul

Matthew Thomas Finn

Mikayla Jane Foley

Christina Mary Freni

Michael John Frezza

Joanne Gallardo

Mary Margret Gerace

John Ryan Glendye

Kelly Marie Golia

Madison Rose Gouveia

Conor James Gregson

Kyle James Grossi

Michael John Guanci

Julia Rose Hanley

James Matthew Hanron

Jason Nelson Hardin, Jr.

Abigail Alyce Harrington

Alexandra Nicole Hatfield

Emily Rose Heil

Soren Josef Helhoski

Raymond Antonio Vincent Hewitt

Emma Louise Hickey

Joshua Lee Hodge

Marissa Ann Hoffman

Carly Summer Holbrook

William Arthur Holman

Megan Kathleen Horrigan

Timothy Edward Hurley

Paul Angelo Iannuzzi, Jr.

Isabella Maria Jauk

Olivia Margherita Jauk

Tyler James Jodoin

Molly Elizabeth Kavanagh

Jackson Paris Kehoe

Alyssa Hailee Kirk

Bridget Cameron Konitzer

Olivia Rose Kostopoulos

Hasnaa Carmel Labiad

Braedan George Langlois

Giovanni Peter Laurina

Molly Katherine Leach

Brian Warren Leaman

Patrick John Leary

Allison Cathleen Lee

Madeline Kathleen Rankin Leishman

Michael Ryan Leven

Brian Christopher Lomasney

Meghan Mary Longo

Emma Louise Lowry

Maggie Luan

Cassandra Lucci

Abigail Kate MacDonald

Jacquelyn Keenan MacDonald

Brett Joseph Maloney

Grace Elizabeth Marando

Matthew Paul Margherita

Roxhana Fanya Margolis

Joseph Michael Marinaccio

Laura Anna Martin

Amaya Monique Mathieu

Juan Daniel Maysonet

Nicholas Thomas McGee

Justin Scott McGonagle

Alexandra Rose McGuire

Alex William McKenna

Sean R. McNall

David Dumont Melanson

Jenna Marie Mello

Taylor Mary Messina

Olivia Mary Michaud

William Henry Miller

James R. Milliken, III

Tyler John William Moore

Cole Joseph Mottl

Elena Marie Mouradian

Matthew John Murdocca

Casey Marie Murphy

Catherine Margaret Murphy

John Oliver Murray

Ryan James Murray

Kobey James Nadeau

Brianna Kathryn Nardone

Cameron Lee Nelson

Ashley Nicole Newbegin

Brendan James O'Callahan



Cali O’Riordan

William Frederick Paarz

Tyler Joseph Palmerino

James Patrick Parece

Gianmarco Parrinello

Joy Himanshu Patel

Meghan Linn Pescatore

Jack Kennedy Petitto

Benjamin Robert Piercy

Jazmine Monet Pina

Kelsey Joan Porter

Nicholas Jeffrey Porter

Shaina Rose Porter

Michael John Powers

Zachary Joseph Price

Stephanie Lahey Pronco

Brianna Elizabeth Racamato

Michael Ilia Rammah

Michael Joseph Raso

Julianne Rose Reilly

Alana Jean Rich

Eleni Lewis Rizos

Adam Gerard Roberto

Nicole Tara Roberto

Jacklyn Anna Roche

Alexandra Marie Rollins

Mia Nicole Romano

Blake Marie Ronzio

Ashley Marie Rossino

Michael Thomas Ruane

Emily Kathleen Ryan

Samantha L. Salamone

Daniel Edwin Sallade

Shaina Rose Saunders

Brigid Ellen Scanlon

MaKayla Scharaffa

James Ernest Sciarappa

Noah Patrick Sellers

Thomas James Sellers

Tallia Janice Shapiro

Devin Daniel Shaw

William Thomas Shea

George Simion

Pardeep Kaur Singh

Jack David Spicer

Devin Mia Smallwood

Brianna Patricia Smith

Jennifer Lynn Smith

Tania Marie Smith

Carmen Alexander Sorrentino

Anthony Gerardo Spagnuolo

Jordan Elizabeth Stackhouse

Leanna Dorina Staffiere

John Buchanan Stanfield

Richard John Stevens

Mackenzie Alissa Story

Justin Louis Sullivan

Megan Anne Sullivan

Ryan Francis Sullivan

Daniel Adam Summers

Jillian Grace Surette

Calnan Weisz Sylvia

Jennifer Marie Synan

Melissa Tammaro

Michael Alexander Tammaro

Benjamin Ellis Thompson

Helen Trebby

Alexis Christine Truesdale

Maggie McGee Tryder

Camryn Mary Veerman

Samuel Richard Veerman
Toni-Marie Velardo
Ahmed Warfa
Michael Cameron Williams
Tajera Aaliyah Williams
William Daniel Wilson III
Alejandro Riley Winsor
Christopher John Wixon
Kimberly Idoina Wood
Amanda Serafina Zall

## ***Lucius Beebe Memorial Library Report of the Board of Trustees***

In 2017 the Lucius Beebe Memorial Library once again improved on its already expansive array of programs and services. The library looked to the future while celebrating its history in a year of transition, all while its incomparable staff and volunteers, the active and engaged Friends organization, and the essential support of town leadership and residents kept a laser focus on expanding education and knowledge for patrons in the present day.

The Trustees celebrated the past by honoring the decades of service to the library and community by long-time Library Director Sharon Gilley on the event of her retirement this June. Her service has been commemorated with the installation of a bench and plaque in her honor on Main Street in front of the library, a prime seat for viewing Plaza Jazz performances. Sharon worked tirelessly to extend the library's reach beyond the walls of the library building, and the ever-popular Plaza Jazz is representative of that hard work.

With that transition the Trustees looked to the future with the appointment of Catherine McDonald to the position of Director. Catherine brings a wealth of experience and a trusted voice to the role, while injecting the library with a fresh perspective and a host of new ideas to continue driving the library into the 21st century. We look forward to a long successful tenure for Director McDonald.

And in the present, Beebe Library engages with the community in many ways. The Plaza Jazz series continues to be a hit, drawing people to Wakefield's vibrant downtown Thursdays all summer. Also this summer the library ran the annual summer reading program - this year's theme was *Build a Better World*. Along with the summer reading lists coordinated with Wakefield Public Schools, the program featured crafts and events that encouraged children to build and create with different materials, as well as programs in conjunction with the Museum of Science and the New England Aquarium. The Beebe Library's connection with the schools in town didn't end there - librarians participated in book fairs at each of the elementary schools, helping to instill a love of reading and learning at an early age. Learning is not just for the young, however; the library reached out to new residents and administration at the recently

opened Brightview assisted living facility, to ensure residents of all ages are connected with library services. The list doesn't stop there - lapsit and toddler story times for the youngest patrons, reading clubs, French lessons and genealogy discussion for adults, and the Keep Me Safe program for families offers something for almost everyone. The library hosted talks by local authors and a series of talks on international travel. News and Views invites patrons to discuss the news of the day, and TECHsploration engages people on rapidly changing technology. And by way of delivering on the promise of that technology, the library offered more ways to engage with its collection than ever before, offering multiple services for e-books, streaming video, and self-contained audiobook devices. The library continues to offer access to items beyond traditional media, including home thermal sensors for detecting drafts and ruggedized tablet computers for children, each programed for a specific topic.

Along with Plaza Jazz, Beebe Library extended its reach into the community in additional ways, continuing its Trivia on Tap events at local establishments, and displaying the mobile 'pop-up' library at the Farmers' Market as well as the Festival by the Lake and Greenwood School Gator Gallop fundraiser. The library's continuing support of Wakefield 101, a program to introduce new residents to town, connected more residents with library services.

Under the leadership of Chair Susan Wetmore, the library and Wakefield Lynnfield Chamber of Commerce produced the 10th annual Blossoms at the Beebe, with this year's theme "Bling." The event was attended by many notable residents of Wakefield and surrounding towns. The library's share of the proceeds funded Plaza Jazz, News & Views, and capital improvements that included furniture and an art installation system.

The Board is engaged with the community at large by participating in both the ongoing Charter Review and By-Law Review committees.

Finally, the Board would like to extend our heartfelt gratitude to Reference Librarian Leane Ellis, who retired this year, for her dedication and service to the library.

We thank the Town of Wakefield for its continued support, and wish everyone a wonderful year.



Respectfully submitted,  
Jeffrey Quinn, Secretary  
Kevin P. Scanlon, Chair  
Michael Bourque, Vice Chair  
Jack Havelick  
Tim Healy  
Yue Ren  
Cindy Schatz  
Joseph Tringale  
Susan Wetmore

## *Report of the Library Staff*

### **Library Director**

2017 was a year of change at Beebe Library.

Library Director Sharon A. Gilley retired in June, neatly completing forty fiscal years of service. A dedicated and visionary librarian and administrator, Sharon led the library as a founding member of the North of Boston Library Exchange (NOBLE), the first library network consortium in Massachusetts. Throughout her tenure, she weathered the budgetary challenges of Proposition 2 ½, recessions, and declining State Aid; led the 1998 restoration and renovation of the historic Main St. library building; and with programs like Plaza Jazz redefined the concept of library service.

The library experienced turnover of more than a third of its staff positions in 2017, with every department affected. The numerous personnel changes resulted in an opportunity for re-evaluation and professional development. The turnover required staff to streamline tasks, identifying core services and updating efficiencies. Librarians reconsidered and embraced evolving roles in developing the collection, enhancing outreach and collaboration, and delivering programs and events.

As a new director, I inherit a strong, responsive library organization of talented staff, effective trustees, dedicated volunteers including the Friends of Beebe Library, and supportive town management. I look forward to developing 21<sup>st</sup> century library services, while maintaining the warm and inviting library atmosphere generations of residents have enjoyed.

Respectfully submitted,  
Catherine Ellis McDonald  
Library Director

### **Assistant Director and Head of Public Services**

#### **Personnel**

The following personnel changes occurred in 2017:

Director Sharon Gilley retired after 40 years of service. Assistant Director Catherine McDonald was promoted to Director. Reference Librarian Jaclyn Powers was promoted to Assistant Director, and Alyssa Staples was hired as Reference Librarian to replace her. Reference Librarian Leane Ellis retired after over 20 years of service. Part time Reference Librarian Karen Stern was promoted to full time to replace her. Kayla Hammond Larkin was hired to replace Karen. Dorothy Karlin resigned her position as Children's Librarian to accept a department head position at the Woburn Public Library. Amanda Brown was hired to replace her. Alexis Bergeron and Olivia McElwain were hired to fill hours reduced by other staff at Circulation Services.

#### **Volunteers**

The library relies on volunteers to assist in keeping the shelves orderly and dust-free. This year, the team included volunteers from the public school department's SEEM Academy and Post Academy, as well as Senior Tax Work-Off volunteers. Eight volunteers continue to deliver to local homebound patrons.

#### **Friends of Beebe Library**

As the library's volunteer and fundraising partner, the Friends fund new initiatives, special programs, display décor, and unique items like Home Delivery tote bags. Friends members help at library events like Blossoms and Wakefield 101. Friends raise funds through membership, sale of their Boutique items, Everyday Book Sales, various raffles, and the notable annual Book Sale. For information on becoming a Friends member or volunteer, go to [www.friendsofbeebe.org](http://www.friendsofbeebe.org) or pick up a form at the library.

#### **Blossoms at the Beebe**

Blossoms celebrated its tenth anniversary this year with a glamorous "Bling" theme. The annual joint fundraiser of the Wakefield Lynnfield Chamber of Commerce and Beebe Library takes months of planning by a large group of volunteers led by Susan Wetmore. The event relies on volunteers, donors, and attendees for its continued success. Attendees at

the year's sold-out event sparkled in their gems and sequins and once again raised funds to enhance the library facility, collections, and services.

### **Materials and Services**

New materials, services, and programs successfully supported the library's mission to *engage our community in lifelong learning that builds knowledge and promotes understanding*.

In January, eight staff members from various departments attended a two-session Youth Mental Health First Aid course presented by Officer Kelley Tobyne of the Wakefield Police Department.

The library hosted popular and prolific children's author and illustrator, Rosemary Wells, in March. Ms. Wells shared the story of how she became a children's book author to a packed Lecture Hall and ended with a book signing.

In response to patron requests for more weekend activities for families, the Youth Room began offering a series of Saturday programs during the winter and spring of 2017. Busy Bee Saturdays for ages 3-5 were very popular and will continue in 2018.

The library again worked with the Town of Wakefield and the Wakefield Lynnfield Chamber of Commerce to produce *Wakefield 101*, a twice-yearly orientation for new residents. This open house provides new residents with access to representatives of town departments and community groups, as well as gifts and information from local businesses. More than 120 new residents attended the events, which will continue to be held in 2018.

In the fall, members of the Reference Department began monthly appearances on WCAT for a half hour Beebe Book Buzz program. The show features a rotating cast of three librarians who share their latest favorite reads with the audience at home.

During the second half of 2017, the library centered its adult programming around the concept of Building Resilience with the goal of providing attendees with simple, everyday ways to wellness. Lecture and discussion topics included suicide prevention, end of life care, and age sensitivity. Stress-reduction programs included crafting, mindfulness, and the benefits of being outdoors. The series will continue into 2018.

The following reports detail department activities and progress in 2017.

Respectfully submitted,  
Jaclyn M. Powers  
Assistant Director & Head of Public Services

### **Readers' and Information Services**

#### **Reference**

Reference requests decreased slightly in 2017, to the 2015 level. The department handles requests by phone, fax, in person, and by email at [email@wakefieldlibrary.org](mailto:email@wakefieldlibrary.org). As of the end of 2017, the library also provides live chat from the website [www.wakefieldlibrary.org](http://www.wakefieldlibrary.org).

The library maintains twenty-four public computers with free Internet access, Microsoft Office software, research databases, and games. Use of library desktop computers continued to decline in 2017, with use of the wireless network continuing to increase, due to growing use of personal devices such as laptops, tablets, and smart phones.

The popularity of ebooks continues to explode, and Wakefield residents were able to access thousands of titles from OverDrive and Hoopla services, which offer a growing collection of downloadable ebooks, audiobooks, music, and movies that can be used on most portable devices like Kindles, Nooks, iPods, smartphones, and tablets. More than 700 new Wakefield patrons signed up for these services in 2017. Between OverDrive and Hoopla, Wakefield patrons borrowed almost 21,000 downloadable items, about seven percent of total checkouts.

Wakefield is fortunate to benefit from state funding for many online research databases, available at workstations throughout the library and also from home. Additional resources are funded locally for Wakefield residents, such as Ancestry.com for family history research; the online versions of Consumer Reports and Consumers' Checkbook; Value Line and Morningstar Mutual Funds for business research; NoveList for reading suggestions; Pronunciator, an online language learning program covering more than fifty languages and English as a Second Language; and Lynda.com, an online course platform that offers thousands of video courses in software, creative, education, and business skills. This year GenealogyBank was added, providing access to more than 1,100 historical American newspapers, including 150 from Massachusetts. All of the library's online research tools can be found at

**[www.wakefieldlibrary.org/databases](http://www.wakefieldlibrary.org/databases)**. This page has been redesigned, making resources easier to find.

Wakefield patrons can also search the new and improved statewide library catalog called the Commonwealth Catalog, which provides an easy way to search twelve Massachusetts Library networks simultaneously and place and track requests. The new catalog is online at **[www.commonwealthcatalog.org](http://www.commonwealthcatalog.org)**, and linked from the library's local catalog.

Beebe Library's historical collections are accessible in both the NOBLE Digital Library, available at **[www.heritage.noblenet.org](http://www.heritage.noblenet.org)**, and also the Massachusetts Digital Commonwealth, which collects historical images from around the state at **[www.digitalcommonwealth.org](http://www.digitalcommonwealth.org)**. All of these digital collections are available on the library's web site at **[www.wakefieldlibrary.org](http://www.wakefieldlibrary.org)**.

As the use of print reference materials decreases, and researchers make more use of online databases, the need for noncirculating reference books has declined. Reference staff continuously weed the collection, which in 2017 created more prominent space for Adult Graphic Novels and a new World Languages collection.

### Programs

Reference staff coordinated 251 adult programs this year, thanks in part to funding from the Friends of Beebe Library. Librarians took programming out into the community, offering events at locations like the Senior Center, schools, Retired Men's Club, and local restaurants. The complete current program schedule is available on the library's web site, where patrons can register online. The following programs in 2017 drew 4,000 participants to the library and other venues:

#### Arts, Culture, Sci/Tech, Fitness

- Age Sensitivity
- The Art of Remembering Names
- Mass Love Distro poetry readings
- Crafting Calm – Decoupage
- Crafting Calm – Fairy Gardens
- Crafting Calm – Folded Book Trees
- End of Life Care discussion
- Forensics with the Massachusetts State Crime Lab
- Genealogy Consultations with Aubrey Emory
- Historian Geoffrey Brahmer – The Rise of Hitler

- The History of the Boston Marathon
- History of the Middlesex Fells
- How to Spot Fake News
- Introduction to Mindfulness
- Library Crawl
- Make Your Own Greeting Cards
- Massachusetts Dept. of Revenue – Circuit Breaker Tax Credit for Seniors
- The Nan Project
- Operation Delta Dog
- Podcasts 101
- Preparing for a Job Search
- Tai Chi eight week course
- TECHsploration – Basics of Facebook
- Topography and Architecture of Boston with Boston By Foot
- 25 Tips for Going Local
- What Community College Can Do for You

#### Books & Reading

- Beach Reads – Librarians’ Suggestions for Summer
- Fireside Book Chats – Librarians’ Suggestions for Winter
- Books by the Lake – monthly book discussion group
- Cooks by the Lake – monthly potluck cookbook group
- True Writ – monthly nonfiction book discussion group
- Supper Sleuths – monthly mystery book discussion group
- Timeless Tales – monthly classics book discussion group
- Book Discussion – Margaret Atwood’s *The Handmaid’s Tale*

#### Travel, Nature & Gardening

- Massachusetts Audubon – Alaska
- Eclipse viewing on the Plaza
- Outdoor Rx with the Appalachian Mountain Club
- Landscaping with Native Plants
- The Traveling Librarian: Central Greece
- The Traveling Librarian: Macedonia
- The Traveling Librarian: Greece - Laconia
- The Traveling Librarian: Greece - Arcadia

#### Ongoing Programs

- Board Game Night
- DIG – Drop In Genealogy

- French Club – weekly French conversation group
- News & Views – current events discussion group
- Plaza Jazz – outdoor summer music series
- TED Talk Tuesdays – bimonthly roundtable
- Trivia on Tap

#### Off Site Programs

- At the Senior Center:
  - The Traveling Librarian
  - How to Spot Fake News
- Book talks
  - Retired Men’s Club
  - Temple Sisterhood
  - Daughters of the American Revolution
  - Wakefield Rotary Club
- Books on Tap – monthly book discussion group

#### Other Programs

- Librarians, New Teachers, and Mentors Working Together
- Library building tours
- WCAT monthly Book Buzz discussion program
- Wakefield 101 Orientation for New Residents

In addition to programs, the beautiful Blake Gallery in the Reference area, showcases local talent from students and adults in photography, watercolor, oils, and even sculpture. Thanks to a generous gift from the Braudis family, a new art hanging system makes it easier to mount displays. If you are interested in showing your work, please contact the Reference Desk.

#### Communications and Outreach

The library’s web site at **[www.wakefieldlibrary.org](http://www.wakefieldlibrary.org)** is the easiest way to access information about library programs and services. The site is maintained by library staff, with assistance from NOBLE. The Library collaborates with the Town to maintain an online Community Calendar where residents can find and promote local events, meetings, and activities. The Community Calendar can be found on both the library and town web sites.

The library’s digital newsletter now has more than 4,100 subscribers who receive news about library events and programs via weekly email. The library can also be found on the popular social networking sites Facebook, Twitter, Instagram, and YouTube, where “followers” stay up

to date on library news and share ideas and feedback. WCAT hosts monthly broadcasts of Reference librarians' Book Buzz book talks.

Reference and Youth Services librarians once again coordinated with school personnel to promote summer reading to Wakefield High School and Galvin Middle School students. In addition to the popular annual displays of books, librarians visited school book fairs, where they book-talked, displayed, and checked out books. During the summer, grades K-12 students submitted online reviews on suggested titles, and teachers were able to track all students' reviews online as well.

Librarian Beth Radcliffe continued to coordinate the eight generous volunteers of the homebound delivery program who take library materials to twelve ill or disabled residents. Please contact the Reference Department if you or someone you know could benefit from this service.

In addition to normal reference duties, Reference Department staff also actively participated in and chaired network and statewide professional committees in organizations such as NOBLE, the Massachusetts Library System, and MassLNC cooperative networks, and attended and conducted workshops and conferences on a range of professional library issues. They also participated in local groups such as Wakefield Main Streets, the Town Branding Committee, and the Wakefield Suicide Prevention Coalition.

Respectfully submitted,  
Jeffrey M. Klapes  
Head of Reference and Information Services

### **Youth Services**

The Youth Services Department supports the literary needs for children and their families by providing books, enrichment materials, and activities that inspire interest in reading.

#### **Early Literacy**

A strong element of the library's Youth Services program targets the development of early literacy skills. Beebe Library staff stays current on training methods in this discipline, encouraging parents to read to very young children, recognizing and sharing children's developmental milestones during story programs, and providing literary activities to the youngest of learners. Some activities that Wakefield residents participated in during 2017 include the following programs and events.



- Peter Sheridan Sing Alongs, which stimulate word play, musical aptitude, and early math skills.
- Lapsit for babies as young as three months up to one year, which exposes babies to what are frequently their first social interactions with other children.
- Toddler story time, which focuses on verbal language skills, gross motor skills, book mechanics, and introducing print concepts.
- Story time for preschoolers, ages three through five, which introduces richer stories and hones fine motor skills through crafts.
- PJ Story Time and Busy Bee Saturday activities maximize literacy opportunities for families by providing story and craft programs in the evenings and on Saturdays.
- *1,000 Books Before Kindergarten*, a nationally acclaimed program, equips children with a rich literary repertoire and love of story before they start school.
- Outreach to Wakefield's preschools, where librarians share books, songs, and Mother Goose rhymes with children who may not yet know the library.

### **Emergent Literacy**

The Youth Services staff also supports emergent literacy at all levels through interactive programs that encourage children to read deeply and talk about what they read, either with each other or with adults.

- Third Thursday Book Discussion Club encourages an exchange of ideas between children and adults that encourages reading deeply, while sharing books that have meaning across generations.
- Brain Food Book Club for young adults, features a variety of cutting edge authors of books and graphic novels.
- Book discussion for second and third graders affords novice readers of beginning chapter books the chance to discuss books with their peers and to share reading suggestions.
- Creative Storytelling teaches young adults to organize thoughts, structure stories, and play with the stylistic elements of storytelling.

### **Activities for Children**

Children's events embrace a broad range of academic, social, and developmental interests. During 2017, the library offered a number of STEAM activities (Science, Technology, Engineering, Arts, and

Mathematics) that packaged scientific principals in a craft experience. The activities listed below appealed to unsuspecting young scientists.

- Causing chemical changes in substances, for example, experimenting with slime mixtures, making soap from flakes, and changing foodstuffs through the cooking process.
- Growing plants from seeds.
- Building with LEGO Mindstorms kits to explore computer science, coding, and robotics logic.
- Creating structures from cardboard boxes, interpreting monuments, and developing functioning products from craft materials to develop engineering skills.

The library also continues its sensory programming. Busy Bee Saturday events include sensory elements so that families with children on the autism spectrum would find worthwhile activities in a library program for all family members. Busy Bee Saturday programs include movement, tactile projects, and sensory crafts.

Keep Me Safe Class, the library's sexual abuse prevention and personal safety course, underwent a redesign in 2017. With the introduction of a new curriculum written by the Committee for Children, *Second Step Child Protection Unit* gives library staff updated materials for teaching. Wakefield Police Chief Rick Smith continues to graduate the children who complete the six-week course, an event that the children look forward to eagerly.

Beebe's Keep Me Safe program was featured as a table exhibit at the State House during Library Legislative Day in March. Librarians prepared a slideshow presentation and explained the innovative program to legislators, aides, and members of the Massachusetts library community.

### **Summer Reading Program**

The 2017 summer theme, *Build a Better World* featured events that reinforced reading skills over the summer, encouraged ecological themes, and built empathy and philanthropy.

Youth Services librarians put together a summer reading program aimed at preventing "summer slide," a regression in reading skills during summer break. Structured reading programs targeted three age levels: preschoolers, elementary school students, and young adults in grades 5 and up. Each program awarded age-appropriate incentives when children

achieved reading benchmarks. Use of an automated system notified children when they met these benchmarks.

Innovative activities inspired children to create, build, and learn about the world around them. The Avon Street garden filled children with a sense of wonder. A series on building inspired children to use a variety of media to create physical structures. The Young Engineers series tested imaginations and honed mechanical skills.

The Friends of Beebe Library funded a number of performers. Kidstock Theater returned and drew crowds in excess of sixty people each time. Storyteller Alicia Quintano and her puppet Pierre entertained children with original stories about their travels. AnnMarie Gallivan of Create Artisan Studio gathered natural and recycled elements and led children in making 3D collages. New England Aquarium helped children engineer barriers to prevent simulated seashores from erosion. Museum of Science brought a number of experiments to teach the principles of rocketry. Sparky's puppets entertained a large crowd with her *Build a Better World* summer show.

Young adult programs included a mix of pop culture and educational experiences such as Cupcake Wars, Cosplay Party, Creative Storytelling, and Messy Science, among others. Young adults also participated in the Erosion and Engineering workshop offered by the New England Aquarium.

The summer reading program included a philanthropic aspect. Children had the option of accepting prizes for reading achievement or donating their prize to either Habitat for Humanity, Nevins Farm/MSCPA, or Wakefield Interfaith Food Panty. Children turned back \$800 in prize money to these charities.

Buzzy the Bee circled the town all summer, visiting a number of neighborhood landmarks during his premier year. Children excitedly scoured the town for the cardboard bee, earning a small prize with each sighting.

During summer 2017, 1,089 children registered for *Build a Better World*, and over 2,500 people attended activities.

Respectfully submitted,  
Nancy Sheehan  
Head of Youth Services

### **Circulation Services**

Circulation decreased slightly compared to 2016 due to fewer non-residents borrowing materials than they did when the Reading Public Library was closed for renovations. 2017 borrowing more closely aligned to that of 2015, suggesting that the uptick in 2016 was an anomaly.

More than 1,000 new patrons registered for library cards in 2017.

Museum pass usage was up overall in 2017. The pass program, including the reservation software, is sponsored by the Friends of Beebe Library. 1,684 passes were checked out last year, resulting in the possibility of more than 5,000 individuals benefitting from the program. The year's most popular passes were Museum of Science, Zoo New England, New England Aquarium, Peabody Essex Museum, and Boston Children's Museum.

Introduced in 2015, Pop Up Library continues to expand its presence. In addition to promoting the summer reading program at Greenwood, Walton, Woodville, Galvin, and WMHS, Beebe Library popped up at monthly appearances at the Wakefield Farmers Market, Festival by the Lake, the Gator Gallop, and WCAT's Movies by the Lake.

Respectfully submitted,  
Meaghan F. Kinton  
Head of Circulation Services

### **Technical Services**

The Technical Services department provides support in the ongoing management of the library collections and the library's computer network.

#### **Collection Management**

The department manages the electronic ordering and receiving of new books and other materials. New and updated collections this year include accounts to support library programs, video game orders, and improved support for the processing of graphic novels and large print materials.

The department also manages the periodicals collection. In the past, the organization of the magazine collection was alphabetically by title of magazine. In keeping with the rest of the library's collections, the department executed a re-organization of the collection, organized by

subject. As a result, when looking for magazines on cooking, gardening, sports, science, etc., users can now find these subjects in the same location.

The gift magazine program, managed by the department, is now entering its 28th year. Twenty-four individuals and community organizations donated nearly forty magazines for a value just over \$1,200.

### **Computer Network**

The Technical Services department provides support to computer users on an ongoing basis.

The department continues to follow a planned rotation schedule for computers, printers, and software. This past year, the department replaced twenty-four public computers, the library's digital signboard, and hardware that counts patron traffic. In addition, the department applied software upgrades throughout the year to all desktop operating systems, office productivity software, Internet browsers, antivirus software, integrated library software, software used for administration functions, iPad software, instant messaging software, PC reservation software, remote access software, and security software used to protect public computers.

Respectfully submitted,  
Rebecca Rohr  
Head of Technical Services

### **Library Statistics**

<b>Resources</b>	
Print Collections	
Hardback Volumes	104,677
Paperback Volumes	8,288
Periodical Titles	171
Downloadable E-books	13,479
Multimedia Collections	
Audio Books	1,831
Downloadable Audio books	3,642
Compact Discs	2,647
DVDs	6,008
Mixed Media Kits	531
Video Games	316

Graphic, Digital, and Equipment Collections	
Artwork	41
Digital Images	1,987
Equipment (telescope, DIY, laptops, etc.)	35
Maps	107
Microfilm reels	1,924
Photographs	53
Postcards	63
Museum Memberships	20
<b>Circulation</b>	
Books	228,830
Periodicals	3,772
Media	50,172
Downloadable ebooks	11,958
Downloadable audiobooks	6,663
Downloadable music	1,185
Downloadable video	1,074
Museum Passes	1,684
Total	305,338
Daily Average	914
<b>Reference</b>	
Reference Questions	31,109
Interlibrary Loans to Wakefield	21,147
Interlibrary Loans from Wakefield	22,961
Documents Notarized	624
Documents Faxed	554
Visits to Library Web Site	321,245
Wireless hours	199,727
<b>Program Participation</b>	
Adult Services	
Book Discussions	38
Book Discussion Participants	428
Programs	186
Program Participants	3,285
Reference Appointments	10
Reference Appointment Participants	11
Children's Services	
Story Hours	186

Story Hour Participants	6393
Children's Programs	94
Children's Program Participants	2643
Summer Reading Program Registrants	1089
Summer Programs	85
Summer Program Participants	2551
Young Adult Programs	43
Young Adult Program Participants	416
Class Visits to the Library	0
Classes Visited by Librarians	26
<b>Meeting Room Reservations</b>	346
<b>Patron Traffic</b>	234,987
Daily Average	704
<b>Digital Communications Subscribers</b>	
Email newsletter	4,140
Facebook	2,042
Twitter	1,169
<b>Volunteers</b>	
Homebound Delivery Patrons	12
Homebound Volunteers	8
General Library Volunteers	25
Volunteer Hours	1681

Northeast Metropolitan  
Regional Vocational  
High School District

**Serving**  
*Chelsea*  
*Malden*  
*Melrose*  
*N. Reading*  
*Reading*  
*Revere*  
*Saugus*  
*Stoneham*  
*Wakefield*  
*Winchester*  
*Winthrop*  
*Woburn*

# Annual Report 2017



**NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT****SCHOOL ADMINISTRATION****SUPERINTENDENT-DIRECTOR**

David DiBarri

**PRINCIPAL-DEPUTY DIRECTOR**

Carla Scuzzarella

**DISTRICT SCHOOL COMMITTEE****SCHOOL COMMITTEE CHAIRMAN**

Deborah P. Davis - Woburn

**VICE CHAIRMAN**

Judith M. Dymont - North Reading

**SECRETARY**

Peter A. Rossetti, Jr. - Saugus

**TREASURER**

Larry Means - Stoneham

**ASSOCIATE TREASURER**

Vincent J. Carisella - Wakefield

**COMMITTEE MEMBERS**

Michael T. Wall - Chelsea

Robert S. McCarthy - Reading

Jeanne M. Feeley - Malden

Ronald J. Jannino - Revere

Henry S. Hooton - Melrose

John Bradley - Winchester

Dawne M. Armitstead - Winthrop

**NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT**  
**100 Hemlock Road - Wakefield, Massachusetts 01880-3597**

**ANNUAL REPORT 2017**

**OUTSTANDING STUDENT AWARD**

Joseph DeBenedictis from Wakefield a student in the Carpentry program was chosen as Northeast's nominee at the State Awards Dinner for Outstanding Vocational Technical Students. The event is co-sponsored by the Massachusetts Association of Vocational Administrators and the Massachusetts Vocational Association.

**\*NATIONAL TECHNICAL HONOR SOCIETY**

The Northeast Chapter of the National Technical Honor Society held its annual Induction Ceremony in April. At the ceremony, 8 Seniors and 38 Juniors were inducted. There are a total of 46 Technical Honor Society members for the 2016-2017 school year.

**\*NATIONAL HONOR SOCIETY**

The Annual Induction Ceremony to the Northeast Chapter of the National Honor Society "Artisans" was held in April. At the ceremony 1 Senior, 23 Juniors and 7 sophomores were inducted for the 2016-2017 school year bringing the total membership to 31.

**SCHOLARSHIP COMMITTEE**

The Northeast Awards and Scholarship Committee and PAC board presented awards and scholarships to 56 deserving students at the annual Senior Recognition Night. A total of \$35,510 was presented to Northeast students who will be working in their vocational fields, entering trade apprentice programs, or going on to one, two, or four-year programs at accredited colleges, universities, and trade schools. These awards and scholarships provide the students opportunities to purchase tools and equipment, and assist in offsetting the expense of attending institutions of higher education.

**\*PEER MEDIATION PROGRAM**

Our Northeast Peer Mediation Center continues to help reduce problems at Northeast. The mediation process is successful in resolving conflicts concerning rumors, threats, name-calling, teasing, harassment, hazing, and physical fights. Northeast has a full-time coordinator and 8 trained sophomore, junior and senior peer mediators. A trained mediator is a neutral person not involved in the dispute and through the mediation process, helps people come to their own agreement about how they want to resolve their conflict.

## SCHOOL WIDE PROFESSIONAL DEVELOPMENT 16-17

The goal of professional development is to:

- Ensure that staff members are in compliance with current regulations enacted by the Massachusetts Department of Elementary and Secondary Education (DESE).
- Guarantee that all staff members are knowledgeable of legislation impacting the educational process of the commonwealth.
- Make staff members aware of the most recent trends and strategies in the district's mission of improving student achievement.

The activities that met these goals during the 2016-2017 school year included:

### **First Day Back Professional Development Day (August 29, 2016):**

Included training by Hult Company – school culture and team building. In addition, training was held on Special and General Education Laws, Civil Rights, and Discipline.

### **Educator Evaluation Training Throughout the School Year (November 14, January 23, March 13, April 10 and May 8)**

Teacher training included the utilization of the self-assessment document with highlighted elements, writing SMART goals, creating and implementing District Determined Measures (DDM's), participating in focused peer observations, and building evidence binders.

Administrators and department heads received continued instruction and support in the Educator Evaluation process recently enacted by the DESE. In addition, department heads were trained in conducting and writing observations, formative and summative evaluations and reviewing and using evidence binders in evaluations. Teachers 21 conducted 4 training sessions on evaluations, what to look for and how to write quality evaluations.

### **Student safety concerns (November 16, 2016)**

The school resource officer worked in conjunction with the Deans and the Administration to host Alice training to the entire staff and students.

### **Improving student achievement (November 14-16, 2016)**

A series of workshops were held for all teachers to highlight the connections between the academic course content and the career area content, specifically Strand 3.

The Special Education Department received an extensive training on Special Education Law and best practices. The Career side of the house participated in a training on SKILLS assessment.

### **Curriculum Mapping (November 7, December 5, February 6, March 6, and April 10)**

5 1hr sessions during faculty meetings – how to teach in the long block. ATLAS curriculum mapping – how to use ATLAS and how to input lessons.

## 2017 SUMMER TRANSITION PROGRAM:

The Summer Transition and Enrichment Program at Northeast Metropolitan Regional Vocational School is a two-week program that ran from Monday July 10th until Friday July, 21st. This program was conducted as a transitional experience for students entering grade 9 in August 2017. This transition opportunity providing mathematics, English language Arts, and career and technical introductory activities is funded by the federal Title I, and Carl D. Perkins grants. The students are provided with busing to and from school, and a mid morning snack. These services, as well as the program itself are run at no cost for the students or parents/guardians. The students are divided into ten groups of no more than ten students. These groups spend one half of the morning split between mathematics and English Language Arts. The other half of the morning is spent in a career and technical mini exploratory

exercise. During the summer of 2017 two laboratory sessions of Biology were introduced. Session 1 dealt with an Introduction to Sickle Cell Anemia, Genetics, and Micro Pipetting Skills. The students were introduced to basic concepts and vocabulary associated with genetics. The second lab exercise introduced the incoming students to Gel Electrophoresis. In summary, the students were introduced to biological concepts in a classroom and laboratory setting. They were taught several important laboratory skills and were asked to form hypotheses, perform experiments, interpret their results and share with peer groups. They experienced the synergy of learning from text/readings then applying their knowledge in the laboratory setting in a fun, safe and informative way.

Summer 2017 saw in excess of 150 incoming freshmen take advantage of this program. These incoming students develop familiarity with the building as well as an orientation to the concept of a career and technical high school. Most importantly these students work with staff members who become a recognizable face when the entire school population reports at the end of August.

Respectfully,

Joseph P. O'Brien, Jr.  
Summer Transition Coordinator

*Funding for this program was provided through Title I, and the Carl D. Perkins Occupational Education Act Federal grants.*

## **SUPPORT SERVICES**

The Northeast Student Services staff offers support and counseling to all students through individual and group counseling, specialized workshops and presentations, health services, and mediation services. All Northeast counselors are certified as School Adjustment Counselors and are qualified to handle a wide range of student issues. One School Adjustment Counselor is bilingual (Spanish-speaking).

The Career Counselor and Small Business Coordinator provide career awareness and career development services to all students. The Career Counselor and School Adjustment Counselors provide specialized support to students enrolled in non-traditional vocational areas. Two School Nurses provide health services and a Peer Mediation Coordinator implements a Peer Mediation Program.

Support groups are established each year based on student needs. Support groups for pregnant and parenting teens, social skills groups for freshmen, anger management, anxiety, and non-traditional support groups are examples of groups that have been offered in the past.

The School Adjustment Counselors provide individual counseling support and crisis intervention to all students as needed. They will provide support to homeless students, assessing their special needs and coordinating with the Homeless Liaison (Administrator of Student Services). They also are responsible for developing and monitoring Section 504 Accommodation Plans in conjunction with the Administrator of Student Services. School Adjustment Counselors collaborate with school personnel, family members, doctors, psychiatrists, outside therapists, social workers, police, court personnel, and others.

The School Adjustment Counselor work to connect students and families with community based mental health services as needed. Elliot Community Human Services of Lynn serves as our crisis intervention linkage for emergency mental health services in the community.

The Bilingual School Adjustment Counselor provides native language support (Spanish) as needed to limited English proficient students and families across all grades. She provides specific support to the English Language Education program at Northeast, but supports other Northeast Latino students and families as needed. Translation services (oral and written) and interpreting services are often required for parent communication throughout the building, and as needed, this counselor coordinates with all departments to assist. Referrals are made to a Spanish-speaking Psychologist for testing for Special Education evaluation.

Career counseling and the college application process are emphasized by all school counselors. The Career Center is the focal area for a well-planned four-year career development program that prepares all Northeast students for their individually chosen career paths. The curriculum focuses on career assessment; career information and requirements; employability and entrepreneurial skills; interviewing skills; portfolios; and resume preparation. By providing assessments to evaluate skills, interests, and work values, the Career Counselor works with the School Adjustment Counselors to assist freshmen in their vocational selection process and upper class students with linkages to post-secondary education and employment opportunities.



The Career and Adjustment Counselors provide directed support to those students who are enrolled in career areas that are considered non-traditional for their gender. Students have the opportunity to participate in support groups, specialized presentations, and field trips that prepare them to understand the benefits of non-traditional choices, to manage challenges in each occupation and to understand the required post-secondary linkages to achieve their goals.

The School Nurses have coordinated support services for pregnant and parenting teens with outside providers affiliated with local hospitals. In addition, they provide support to students with chronic medical conditions, coordinating with parents, doctors, nurses, etc. The School Nurses work closely with the School Adjustment Counselors to coordinate assistance when mental health needs arise. They also work closely with the Deans when emergency medical evaluations are required.

The Peer Mediation Coordinator at Northeast operates a Peer Mediation Program where upper class students undergo twelve hours of specialized training in mediation skills and implement a program to work out arising conflicts between students. This is a very positive prevention program that contributes to the development of a positive school climate as students learn to come to their own agreements about how to solve conflict.

In addition to the support provided by the counseling staff, the Special Education Department offers a TEAM meeting process that promotes monitoring of student progress and educational support. Each Special Education student is assigned a Liaison who is a teacher in the Special Education Department who oversees progress in relation to the Individual Education Program, communicating with parents, teachers, and counselors to help all students achieve success.

The Northeast Mentoring Program is a freshmen transition program that matches junior and senior mentors with small groups of freshmen students. The Northeast Mentors present the Freshmen Orientation day for freshmen and then meet with their groups throughout the year to offer support and to deliver positive lessons that promote a positive school climate. The mentors are trained in a leadership climate by the student services staff, developing a core of approximately 90 peer leaders from 11<sup>th</sup> and 12<sup>th</sup> grades.

The After School Help Program is one of educational assistance provided to students having difficulty with one or more academic subjects by academic and vocational teachers. This free assistance is offered every Wednesday in the library from 2:45-3:25. Water and snacks are provided as well as free transportation home.

Special school-wide workshops and presentations are offered through the year for different groups of students. Each year, all freshmen participate in group workshops focusing on identifying the signs of depression and gender equity issues. Large group assemblies and presentations have been offered focusing on goal setting and acts of kindness, substance abuse, teen dating issues, tolerance, character building, and others.

On a larger scale, the student service emphasis is on communication – communication with students and with parents. Mid-term progress reports are sent to parents each quarter and report cards are sent home four times per year. E-mail communication is welcomed and progress update meetings are held as needed. Parents and guardians are asked to be involved with all class scheduling activities.

Post-graduate planning information is shared through career assessment and planning activities. Additionally, the Guidance department held a FASFA night was held in January for parents to offer free support with financial aid specialists. A college planning night was held in April for sophomore and junior parents. Career Plans are sent home annually for parent review. Language development is communicated for Limited-English proficient students through assessment data and parent meetings. It is our goal to service all students equitably while attending specifically to those who have specific life challenges.

## **GRANTS RECEIVED IN FY 2017:**

### **Entitlement and Allocation Grants**

#### **Title II, Part A: Improving Educator Quality, Fund Code: 140**

The purpose of this federal grant program is to increase student achievement through comprehensive district initiatives that focus on the preparation, training, recruitment, and retention of highly qualified educators. These funds were utilized to support professional development in supervision.

#### **Federal Special Education Entitlement, Fund Code: 240**

The purpose of this federal entitlement grant program is to supplement local and state funds in providing services to students with disabilities. This funding source provides professional development for teachers of students with disabilities in addition to providing extended school day and extended school year (summer) learning opportunities for this targeted population.

**Special Education: Program Improvement Grant Fund Code: 274**

The purpose of this state-funded grant program is to support professional development activities that will improve the quality of the services provided by the special education staff. During school year 2016-17 the focus of this funding was to research the positive placement data for students with disabilities over the past three years. This data will be used to determine best practices in the career pathways to assist our graduates from this targeted population secure high paying, highly skilled positions that are in high demand either after high school or upon completion of post-secondary education.

**Title I, Part A, Fund Code: 305:**

Title I, the Elementary and Secondary Education Act, provides school district with funding to increase student achievement. The district utilizes these funds to support extended school day and extended school year (summer) learning opportunities for all students. The incoming grade 9 summer orientation program is one of the primary programs funded Title I. Professional development, targeting increasing student achievement, is also funded through Title I.

**Perkins Act Allocation Grant Program – Secondary, Fund Code: 400**

The Carl D. Perkins Occupational Education Act provides funding to assist school districts in improving secondary career and technical programs. The district utilizes this funding source primarily to secure supplies, technology and equipment to guarantee that state-of-the-art conditions exist in the vocational settings of the school. In school year 2013-14 the following career pathways were enhanced by Perkins funding

Department	Purchase
Automotive Technology	Snap-On Torque Testing System
Business technology	High Capacity Printer/Scanner
Culinary Arts	Industry Standard boiler less Combi Oven
Dental Assisting	Curing Light, Intra Oral Camera, Eagle Software Program
Health Assisting	Electronic Medical Record Software Program compatible with Industry Standards 2 Industry Standard EKG machines
Metal Fabrication	2 Yaskawa Motoman- 7 Axis Robots
All areas	Skills Plus competency tracking program
Career Center	Total Adoption of the revised Kuder Career Planning Program

**SUMMER PROGRAMS**

Northeast Metro Tech Summer School Program enjoyed another successful campaign since its inception in 1988. The Northeast Summer School serviced high school students, from a number of surrounding communities, in six different academic areas including, Math, Science, English, Social Studies, Language, and Vocational Related. The goals of promoting a positive learning atmosphere, retention, and promotion, as well as providing skills to assist each student at the next grade level are paramount objectives behind the philosophical make-up of our summer school.

Our summer program also continued with its Basic Welding certification program. This program was not only extremely successful, but gives both students and adults, from our surrounding communities, an opportunity to explore and possible begin new careers.

The Northeast Summer School program launched an on-line credit recovery program in 2014. In 2015, the program doubled in enrollment. This program is designed for students who need to fulfill credit deficits in courses that are not running due to low enrollment. These courses are monitored by a credit recovery specialist instructor, and meet all Massachusetts DESE curriculum frameworks requirements.

**COMMUNITY EDUCATION PROGRAM**

The Community Education Program is a broad base collaborative community initiative assisting learners of all kinds complete their education and achieve economic self-sufficiency through empowerment skills, health care, support services and meaningful employment.

Our vision is to deliver educational experience in a positive environment that will enable Northeast to reach new heights together with our lifelong learning community. The focus of the Community Education Program is to offer programs that meet the demands of our learning populations. In doing this, we give people the opportunity to improve employment skills, fulfill lifelong goals, or enrich their lives with social activities. With the most qualified instructors, and state of the art labs Northeast strives to maintain the highest standards of education. Emphasis is on our new technology, upgrades such as brochure modification, new state of the art web site construction, and the introduction of new programs in the medical field, new culinary classes, continuing education in all construction related courses, computer and CAD classes, photography and many other enrichment courses.

We are also proud participants of hosting the Wakefield Relay for Life, by doing this, it guarantees a succession plan well into the future for this much needed program.

**2017 GRADUATES**

The 2016-17 school year represents the Forty Seventh class to matriculate at Northeast Metropolitan Regional Vocational School. Northeast graduated 287 students. Breakdown of graduates' status after graduation is as follows:

Attending 4-year college	90	Employed	114
Attending 2-year college	65	Entering Military Service	8
Apprentice school	0	Other	22

**SPECIAL NEEDS ENROLLMENT**

Special Needs enrollment for the 2016-17 school year continued to represent approximately one quarter share of the total school enrollment with students. The 290 Special Needs students represent 23.3% of the school population. Additionally, 75 students were eligible for services under section 504 of the Rehabilitation Act.

**DISTRICT SCHOOL COMMITTEE ELECTION OF OFFICERS**

At the Annual Organizational Meeting of the District School Committee on January 12, 2017 the following members were elected as Officers of the Northeast District School Committee:

Chairman	Deborah P. Davis, of Woburn
Vice Chairman	Judith M. Dymont, of North Reading
Secretary	Peter A. Rossetti, Jr. of Saugus
Treasurer	Larry Means, of Stoneham
Assoc. Treasurer	Vincent J. Carisella, of Wakefield



## CONCLUSION

As Northeast celebrates its forty-seventh year of career/technical excellence with its twelve member communities, the district continues to offer students the finest career technical education with which to build a successful career.

The District supports curriculum in both academic and career technical classrooms with the latest equipment and technology. Evidence of our commitment is reflected in the State's grade 9 – 12 Dropout rate reports which indicates Northeast significantly lower at 0.6% versus the State rate of 2.0%. Recent graduate follow up data indicates that 98% of students from the Class of 2016 were positively placed in relevant post-secondary areas (*Source: MA DESE CVTE Grad Follow-up Survey INTERIM Results, Nov 2017*).

In fact, Northeast currently employs 32 alumni at the school, including the Superintendent-Director. Alumni's stories of success and their readiness and willingness to help their alma mater by recruiting graduates for cooperative education experiences or employment is proof of their dedication to Northeast. Testimonials as to the success of our graduates continue to be received which makes us proud to have contributed in some small way to their accomplishments

The Northeast Class of 2017 achieved a 99.7% pass rate on the MCAS assessments. Northeast continues to offer school day MCAS Enrichment Classes and after school enrichment programs for those students in need of additional preparation for the MCAS. Northeast also offers a well-attended Summer Transition Program for incoming freshmen and as a Summer Enrichment Program for enrolled at risk students preparing for the MCAS state assessments.

The Career Center facilitates student access to technology to further learn business aspects of their industries, develop career plans, resumes, and comprehensive portfolios, and prepare college and other post- secondary documents with the assistance of our faculty including Career and Adjustment Counselors.

Northeast continues to provide students the finest career technical education with which to build a positive and productive post-secondary experience, be it college or career, offering experiences with the latest equipment and technology in both the career technical and academic programs.

Once again, I am proud to have represented Wakefield as a member of the Northeast Metropolitan Regional Vocational District School Committee. I will continue to serve as the guardian of funds allocated from the community to this educational institution and assist in and provide counsel to the school in maintaining the highest standards of educational excellence possible.

Respectfully submitted,

Vincent Carisella, Associate Treasurer  
Northeast School Committee  
Wakefield Representative



## ENROLLMENT HISTORY

CITY/TOWN DISTRICT	S.Y. 05-06	S.Y. 06-07	S.Y. 07-08	S.Y. 08-09	S.Y. 09-10	S.Y. 10-11	S.Y. 11-12	S.Y. 12-13	S.Y. 13-14	S.Y. 14-15	S.Y. 15-16	S.Y. 16-17
Chelsea	221	203	198	206	190	195	199	204	199	208	218	220
Malden	215	238	234	22	216	215	198	194	189	170	165	160
Melrose	56	64	64	48	45	62	61	67	74	62	60	45
North Reading	28	40	38	37	37	36	35	32	27	34	37	33
Reading	19	26	26	26	28	23	16	19	17	17	16	16
Revere	241	242	238	244	238	234	225	223	224	216	234	237
Saugus	146	137	138	161	174	191	204	200	190	199	187	205
Stoneham	34	46	44	46	52	54	59	69	73	71	62	66
Wakefield	59	65	61	84	91	98	79	70	68	64	63	63
Winchester	7	9	9	7	11	13	15	14	11	9	13	9
Winthrop	41	45	44	55	65	58	60	65	62	68	60	57
Woburn	99	97	97	70	59	55	65	83	98	115	114	105
<b>TOTALS:</b>	<b>1166</b>	<b>1212</b>	<b>1191</b>	<b>1206</b>	<b>1206</b>	<b>1234</b>	<b>1216</b>	<b>1240</b>	<b>1232</b>	<b>1235</b>	<b>1229</b>	<b>1216</b>
<b>NON DISTRICT</b>	<b>43</b>	<b>47</b>	<b>53</b>	<b>39</b>	<b>42</b>	<b>31</b>	<b>35</b>	<b>28</b>	<b>29</b>	<b>32</b>	<b>30</b>	<b>31</b>
<b>GRAND TOTAL:</b>	<b>1209</b>	<b>1259</b>	<b>1244</b>	<b>1245</b>	<b>1248</b>	<b>1265</b>	<b>1251</b>	<b>1268</b>	<b>1261</b>	<b>1267</b>	<b>1259</b>	<b>1247</b>
 SPECIAL NEEDS												
ENROLLMENT	287	320	342	333	323	330	331	326	313	317	314	299
% SPECIAL NEEDS												
ENROLLMENT	24%	26%	27%	27%	26%	26%	26%	26%	26%	27%	23%	23%



# **Municipal Gas & Light Department**

*Reports of*

MUNICIPAL GAS &  
LIGHT DEPARTMENT



## *Report of the Municipal Gas and Light Department*

To the Citizens of the Town of Wakefield:

Our One Hundred Twenty First Annual Report of the Municipal Gas and Light Department covers the fiscal period July 1, 2016 to June 30, 2017.

The total electric sales of the Department totaled 187,698,189 KWH compared to 188,890,820 KWH the prior year. This approximate 0.7% decrease was primarily due to a seasonal weather differences. The peak month for electric usage was August with 20,390,535 kilowatt hours of energy consumed. The highest single day usage was August 15, 2016 with 44,641 KWH consumed. The winter peak month was January with 16,621,327 KWH of energy consumed. The winter peak day occurred on December 16, 2016 with a consumption of 30,493 KWH.

The department continued to connect load to the new Wallace Substation and add to system redundancy. The Department continues to upgrade its overhead and underground distribution infrastructure to improve system reliability and has continued to implement its multi-year plan to retire most of its older 4,160 volt system and replace it with a 13,800 volt system which will be more reliable and better equipped for future expansion. The Department efficiently and effectively responded to the numerous storms with minimal impact on the infrastructure. Vegetation Management remains a priority to continue to improve system reliability.

Total gas sales were 570,923 MCF were sold compared to 510,312 MCF in the prior year. This represents also represents a 11.8% increase from the prior year due to the due to a more seasonable winter than the prior year. February was the peak month for gas usage with 99,214 MCF consumed that month.

The Department continued to manage its gas supply from the Kinder Morgan pipeline. The Department continues to replace old steel and cast iron gas mains with modern plastic gas mains, which will ensure a safe and reliable gas distribution system. Completed major gas main upgrades include the sections of Albion Street, Atwood Ave, Brook Street, Forrest Street, Nahant Street, Wakefield Ave and Richardson Ave.

The Department has continued to expand on line payment functionality for customers through its website and continues to improve its customer service options through its on line payment and paperless billing options.

The Department's energy conservation program that combines energy audits with rebates for the installation of weatherization material and the purchase of energy efficient appliances continues to be popular. Three hundred and thirty customers received \$12,800 in rebates and \$23,914 in conservation incentives. This program helps our customers reduce their gas and electricity use.

Respectfully submitted,

WAKEFIELD MUNICIPAL GAS AND LIGHT DEPARTMENT

Board of Commissioners

Kenneth J. Chase Jr. - Chairman

William J. Boodry - Secretary

Michael P. McCarthy

John J. Warchol

Kevin T. Haggerty

Peter Dion – General Manager

TOWN OF WAKEFIELD, MASSACHUSETTS  
MUNICIPAL GAS AND LIGHT DEPARTMENT AND SUBSIDIARY

CONSOLIDATED STATEMENT OF NET POSITION

JUNE 30, 2017

	<u>2017</u>
<b>ASSETS</b>	
Current:	
Unrestricted cash and short-term investments	\$ 798,377
Receivables, net of allowance for uncollectable	3,817,925
Prepaid expenses	3,080,196
Inventory	814,638
Substation land license fee	40,800
Due from MMWEC	<u>1,123,987</u>
Total current assets	9,675,923
Noncurrent:	
Restricted cash and investments	1,744,187
Substation land license fee	693,600
Net OPEB asset	761,155
Capital Assets:	
Land and construction in progress	428,427
Other capital assets, net of accumulated depreciation	<u>43,038,311</u>
Total noncurrent assets	46,665,680
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Related to pensions	<u>1,956,000</u>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES</b>	<u>56,341,603</u>
<b>LIABILITIES</b>	
Current:	
Accounts payable	5,241,309
Accrued liabilities	105,286
Loans payable	436,150
Customer deposits	1,219,757
Other	2,994
Current portion of long-term liabilities:	
Bonds payable	1,023,036
Accrued employee compensated absences	<u>405,634</u>
Total current liabilities	8,434,166
Noncurrent:	
Bonds payable, net of current portion	14,504,821
Net pension liability	10,053,000
Accrued employee compensated absences	<u>269,814</u>
Total noncurrent liabilities	24,827,635
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Related to pensions	<u>122,000</u>
<b>TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES</b>	33,261,801
<b>NET POSITION</b>	
Net investment in capital assets	27,443,804
Restricted for depreciation fund	185,070
Unrestricted	<u>(2,715,072)</u>
<b>TOTAL NET POSITION</b>	<u>\$ 24,913,802</u>

See notes to the financial statements

TOWN OF WAKEFIELD, MASSACHUSETTS  
MUNICIPAL GAS AND LIGHT DEPARTMENT AND SUBSIDIARY

CONSOLIDATED STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

FOR THE YEAR ENDED JUNE 30, 2017

	<u>2017</u>
<b>Operating Revenues:</b>	
Electric sales	\$ 28,603,304
Gas sales	<u>8,779,750</u>
Total Operating Revenues	37,383,054
<b>Operating Expenses:</b>	
Cost of purchased electricity	18,502,319
Cost of purchased natural gas	5,019,463
Operating	6,113,257
Maintenance	2,363,036
Depreciation	<u>3,811,308</u>
Total Operating Expenses	<u>35,809,383</u>
Operating Income	1,573,671
<b>Nonoperating Revenues (Expenses):</b>	
MMWEC refund	254,778
Interest income	30,072
Payment in lieu of taxes	(865,000)
Interest expense	(442,969)
Other	<u>(90,366)</u>
Total Nonoperating Revenues (Expenses)	<u>(1,113,485)</u>
Change in Net Position	460,186
Net Position at Beginning of Year, as restated	<u>24,453,616</u>
Net Position at End of Year	<u><u>\$ 24,913,802</u></u>

See notes to the financial statements



TOWN OF WAKEFIELD  
MUNICIPAL GAS AND LIGHT DEPARTMENT AND SUBSIDIARY

CONSOLIDATED STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED JUNE 30, 2017

	<u>2017</u>
<b><u>Cash Flows From Operating Activities:</u></b>	
Receipts from customers and users	\$ 38,415,643
Payments to vendors and employees	<u>(31,417,074)</u>
Net Cash Provided By Operating Activities	6,998,569
<b><u>Cash Flows From Noncapital Financing Activities:</u></b>	
MMWEC refund	254,778
Payment in lieu of taxes	(865,000)
Substation land license fee	(161,700)
Other	<u>113,471</u>
Net Cash Provided By (Used For) Noncapital Financing Activities	(658,451)
<b><u>Cash Flows From Capital and Related Financing Activities:</u></b>	
Acquisition and construction of capital assets	(5,251,784)
Principal payments on bonds	(210,179)
Principal payments on notes	(587,126)
Other	<u>(646,808)</u>
Net Cash (Used For) Capital and Related Financing Activities	(6,695,897)
<b><u>Cash Flows From Investing Activities:</u></b>	
Investment income	30,072
Net Cash Provided By (Used For) Investing Activities	<u>30,072</u>
Net Change in Cash and Short-Term Investments	(325,707)
Total Cash and Short Term Investments, Beginning of Year	<u>2,868,271</u>
Total Cash and Short Term Investments, End of Year	<u>\$ 2,542,564</u>
<b><u>Reconciliation of Operating Income to Net Cash:</u></b>	
Operating income	\$ 1,573,671
Adjustments to reconcile operating income to net cash provided by operating activities:	
Depreciation expense	3,811,308
Changes in assets and liabilities:	
Accounts receivable	379,571
Prepaid expenses	235,479
Inventory	146,228
Due from MMWEC	(70,403)
Net OPEB asset	(29,434)
Deferred outflows - related to pensions	(843,000)
Accounts payable	380,789
Accrued liabilities	(19,679)
Net pension liability	1,266,000
Other liabilities	46,039
Deferred outflows - related to pensions	<u>122,000</u>
Net Cash Provided By Operating Activities	<u>\$ 6,998,569</u>

See notes to the financial statements



# **Vital Statistics**

## *Reports of*

TOWN CLERK

TOWN MEETINGS

VOTING RESULTS

VITAL NUMBERS

BIRTHS, MARRIAGES AND DEATHS

TOWN TREASURER



ANNUAL TOWN ELECTION  
APRIL 25, 2017  
OFFICIAL RESULTS

PRECINCTS	1	2	3	4	5	6	7	TOTAL
Registered Voters	2883	2334	2688	2519	2842	2789	2613	18668
Number Voting	507	362	477	440	553	554	563	3456
% Voting	17.59%	15.51%	17.75%	17.47%	19.46%	19.86%	21.55%	18.51%
<b>BOARD OF SELECTMEN - 3 YR TERM</b>								
Phyllis J. Hill candidate for re-election	168	132	174	148	149	169	189	1129
Daniel L. Benjamin, Jr.	165	99	130	128	205	156	178	1061
<b>* Mehreen N. Butt</b>	<b>172</b>	<b>119</b>	<b>199</b>	<b>208</b>	<b>231</b>	<b>216</b>	<b>219</b>	<b>1364</b>
Stefan Nathan Chase	25	16	22	32	41	47	28	211
<b>* Edward F. Dombroski, Jr.</b>	<b>234</b>	<b>131</b>	<b>213</b>	<b>182</b>	<b>282</b>	<b>265</b>	<b>260</b>	<b>1567</b>
James A. Lapery	127	110	86	78	95	84	113	693
Write-Ins	1	1	3	2	0	4	4	15
Blanks	2	10	10	3	4	7	4	40
Totals	894	618	837	781	1007	948	995	6080
<b>TOWN CLERK - 3 YR TERM</b>								
<b>* Betsy Sheeran - candidate for re-election</b>	<b>350</b>	<b>251</b>	<b>330</b>	<b>304</b>	<b>406</b>	<b>401</b>	<b>383</b>	<b>2425</b>
Write-Ins	4	2	5	1	5	3	7	27
Blanks	153	109	142	135	142	150	173	1004
Totals	507	362	477	440	553	554	563	3456
<b>MODERATOR - 1 YR TER</b>								
<b>* William Harbison Carroll - candidate for re-election</b>	<b>315</b>	<b>220</b>	<b>310</b>	<b>267</b>	<b>373</b>	<b>369</b>	<b>345</b>	<b>2199</b>
Write-Ins	6	2	2	1	5	2	6	24
Blanks	186	140	165	172	175	183	212	1233
Totals	507	362	477	440	553	554	563	3456
<b>SCHOOL COMMITTEE - 3 YR TERM</b>								
<b>* Christopher J. Callanan - candidate for re-election</b>	<b>278</b>	<b>175</b>	<b>254</b>	<b>233</b>	<b>311</b>	<b>290</b>	<b>301</b>	<b>1842</b>
Ashley Shae Chase	66	45	74	45	77	72	83	462
<b>* Anne-Marie Fortier</b>	<b>243</b>	<b>160</b>	<b>288</b>	<b>279</b>	<b>322</b>	<b>267</b>	<b>261</b>	<b>1820</b>
Evan Michael Kenney	159	124	108	130	178	211	202	1112
Gregory S. Powers	104	58	62	59	91	72	103	549
Write-Ins	0	1	4	0	5	2	0	12
Blanks	29	40	41	29	21	30	31	221
Totals	879	603	831	775	1005	944	981	6018
<b>MUNICIPAL GAS &amp; LIGHT COMM - 3 YR TERM</b>								
<b>* John J. Warchol - candidate for re-election</b>	<b>303</b>	<b>206</b>	<b>300</b>	<b>252</b>	<b>362</b>	<b>348</b>	<b>338</b>	<b>2109</b>
Write-Ins	3	4	1	1	2	0	1	12
Blanks	201	152	176	187	189	206	224	1335
Totals	507	362	477	440	553	554	563	3456
<b>BOARD OF ASSESSORS - 3 YR TERM</b>								
<b>* Sebastian P. Tine - candidate for re-election</b>	<b>297</b>	<b>207</b>	<b>301</b>	<b>256</b>	<b>364</b>	<b>346</b>	<b>336</b>	<b>2107</b>
Write-Ins	2	3	0	0	1	3	1	10
Blanks	208	152	176	184	188	205	225	1338
Totals	507	362	477	440	553	554	562	3455
<b>BOARD OF HEALTH - 3 YR TERM</b>								
<b>* Alison J. Mehlmán - candidate for re-election</b>	<b>285</b>	<b>206</b>	<b>301</b>	<b>261</b>	<b>349</b>	<b>340</b>	<b>316</b>	<b>2058</b>
Write-Ins	1	1	2	0	3	1	1	9
Blanks	221	155	174	179	201	213	246	1389
Totals	507	362	477	440	553	554	563	3456

ANNUAL TOWN ELECTION  
APRIL 25, 2017  
OFFICIAL RESULTS

<b>BEEBE LIBRARY TRUSTEES - 3 YR TERM</b>								
* Michael J. Bourque - candidate for re-election	303	192	279	249	356	321	339	2039
* Joseph Sebastiano Tringale - candidate for re -elec	295	200	275	260	363	326	341	2060
* Susan M. Wetmore	309	215	287	262	359	339	346	2117
Write-Ins	3	5	2	0	2	3	1	16
Blanks	148	111	149	142	137	160	165	1012
Totals	1058	723	992	913	1217	1149	1192	7244
<b>PLANNING BOARD - 5 YR TERM</b>								
* William J. D'Amore -- candidate for re-election	287	198	299	249	343	327	314	2017
Write-Ins	1	2	1	3	3	1	0	11
Blanks	219	162	177	188	207	226	248	1427
Totals	507	362	477	440	553	554	562	3455
<b>CONSTABLES - 3 YEAR TERM</b>								
John J. Ruehrwein, Sr. - candidate for re-election	120	89	133	143	163	164	178	990
* Kevin J. Lopes	201	169	223	145	195	202	196	1331
Robert S. Stewart	96	48	48	60	102	82	97	533
Write-Ins	0	0	0	0	0	0	0	0
Blanks	90	56	73	92	93	106	91	601
Totals	507	362	477	440	553	554	562	3455
* Elected								

## REPORT OF THE TOWN CLERK

### ANNUAL TOWN MEETING MAY 1, 2017

At 7:00 P.M. on Monday, May 1, 2017, Moderator William Harbison Carroll called this Annual Town Meeting to order in the Galvin Middle School Auditorium, 525 Main Street, Wakefield, Ma with 358 registered voters present. The Constable Return was read into the record. Visitors were announced. Town Clerk Betsy Sheeran led the Town Meeting in the Pledge of Allegiance. Daniel P. Sherman, Finance Committee Member, presented a financial projection for Wakefield.

Moderator Carroll presented Article I as follows:

#### ARTICLE 1

To determine how much money the Town will raise and appropriate for General Government, Protection of Persons and Property, Human Services, Public Works, Public Service Enterprises, Education, Unclassified, Benefits & Administration and Light Department specifying what appropriation shall be taken from the receipts of a department or to see what the Town will do about it.

#### BOARD OF SELECTMEN

MOTION: Town Administrator Stephen P. Maio motioned that the Town vote to raise and appropriate from tax levy or transfer from available funds the sums of money as detailed in the following recommendations for the fiscal year July 1, 2017 to June 30, 2018, the grand total amounting to \$91,137,533.00. The motions will provide for the breakdown of this amount and the sources thereof in the various classifications as described in the recommendation book in order to carry out the purpose of this motion. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries.

Moderator Carroll presented Article 2 as follows:

## ARTICLE 2

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for Capital Outlay as follows, or to see what the Town will do about it.

### CAPITAL OUTLAY COMMITTEE

MOTION: Shaun Margerison motioned that the Town vote to raise and appropriate from tax levy the amount of \$2,156,300.00 and transfer the amount of \$ 132,000.00 from the sewer surplus revenue account to the sewer capital outlay account and the sum of \$139,732.00 from the water surplus revenue account to the water department capital outlay account to carry out the purposes of Article 2 as stated in the recommendation book. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries.

Moderator Carroll presented Article 3 as follows:

## ARTICLE 3

To see if the Town will vote to raise and appropriate from tax levy or transfer from available funds a sum of money to the Capital Projects/ Debt Service Fund, also known as the Debt Service Fund, or to see what the Town will do about it.

### BOARD OF SELECTMEN

MOTION: Town Administrator Stephen P. Maio motioned that the Town raise and appropriate from tax levy to the Capital Projects fund, also known as the Debt Service Fund, the sum of \$4,252,000.00 to carry out the purpose of this article. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries.

Moderator Carroll presented Article 4 as follows:

## ARTICLE 4

To see if the Town will vote to authorize the Board of Assessors to use such sum of the balance of the operating fund of the Municipal Gas and Light Department as of June 30, 2017 as the Board of Light



Commissioners may vote in computing the tax rate for the fiscal period July 1, 2017 to June 30, 2018, or to see what the Town will do about it.

#### MUNICIPAL LIGHT COMMISSIONERS

MOTION: Town Administrator Stephen P. Maio motioned that the Town will vote to authorize the Board of Assessors to use such sum as the balance of the operating fund of the Municipal Gas and Light Department may vote in computing the tax rate for fiscal period July 1, 2017 to June 30, 2018 to carry out the purpose of this Article. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries

Moderator Carroll presented Article 5 as follows:

#### ARTICLE 5

To see if the Town will vote to implement collective bargaining agreements between the Town of Wakefield and the Wakefield Municipal Administrative, Supervisory and Professional Employees' Association for the period of July 1, 2017 to June 30, 2020 and to provide therefore that the Town raise and appropriate or transfer from available funds a sufficient sum of money to carry out the purpose of this Article, or to see what the Town will do about it.

#### BOARD OF SELECTMEN

MOTION: Town Administrator Stephen P. Maio motioned that the Town will vote to implement a collective bargaining agreement between the Town of Wakefield and the Wakefield Municipal Administrative, Supervisory and Professional Employees' Association for the period of July 1, 2017 to June 30, 2020 and to provide therefor that the Town will supplement the personal service accounts of various departmental budgets by raising and appropriating from tax levy the amount of \$48,245.00 by the transfer of \$6,991.00 from water receipts to the public works water personnel services account and by the transfer of \$6,991.00 from sewer receipts to the public works sewer personnel services account to the following personnel service accounts:

Information Technology	\$3,170.00
Assessors	\$4,353.00
Building	\$7,582.00
Animal Inspector	\$1,606.00
Council on Aging	\$5,789.00

Recreation	\$3,862.00
Public Works	\$22,829.00
Library	\$5,990.00
Water	\$3,548.00
Sewer	\$3,548.00

For a total of \$62,277.00 to carry out the purpose of the Article. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries,

Moderator Carroll presented Article 6 as follows:

#### ARTICLE 6

To see if the Town will vote to implement collective bargaining agreements between the Town of Wakefield and the Massachusetts Coalition of Police, Wakefield Division for the period of July 1, 2017 to June 30, 2020 and to provide therefore that the Town will raise and appropriate or transfer from available funds a sufficient sum of money to carry out the purposes of this Article, or to see what the Town will do about it.

#### BOARD OF SELECTMEN

MOTION: Town Administrator Stephen P. Maio motioned that the Town vote to implement a collective bargaining agreement between the Town of Wakefield and the Massachusetts Coalition of Police, Wakefield Division, for the period of July 1, 2017 to June 30, 2020 and to provide therefor that the Town supplement the police personnel services account by the transfer from tax levy the amount of \$80,000.00 and that the Town transfer from the uniform/clothing line item in the materials and supplies portion of the Fiscal Year 2018 Police Department budget to the salary line item in the personnel services portion of the Fiscal Year 2018 Police Department budget the amount of \$35,000.00 for a total of \$ 115,000.00 to carry out the purpose of this Article. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries

Moderator Carroll presented Article 7 as follows:

## ARTICLE 7

To see if the Town will vote to implement collective bargaining agreements between the Town of Wakefield and the Wakefield Police Superior Officers Association for the period of July 1, 2017 to June 30, 2020 and to provide therefore that the Town will raise and appropriate or transfer from available funds a sufficient sum of money to carry out the purposes of this Article, or to see what the Town will do about it.

## BOARD OF SELECTMEN

MOTION: Town Administrator Stephen P. Maio motioned that the Town vote to implement a collective bargaining agreement between the Town of Wakefield and the Wakefield Police Superior Officers Association for the period of July 11, 2017 to June 30, 2020 and to provide therefor that the Town supplement the police personnel services account by the transfer from tax levy the amount of \$40,000.00 and that the Town transfer from the uniform/clothing line item in the materials and supplies portion of the Fiscal Year 2018 Police Department budget 10 the salary line item in the personal services portion of the Fiscal Year 2018 Police Department budget the amount of \$18,000.00 to carry out the purpose of this Article. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries.

Moderator Carroll presented Article 8 as follows:

## ARTICLE 8

To see if the Town will vote to implement collective bargaining agreements between the Town of Wakefield and the Wakefield Firefighter's Union Local 1478 International Association of Firefighters, AFL-CIO for the period of July 1, 2017 to June 30, 2020 and to provide therefore that the Town raise and appropriate or transfer from available funds a sufficient sum of money to carry out the purpose of this Article, or to see what the Town will do about it.

## BOARD OF SELECTMEN

MOTION: Town Administrator Stephen P. Maio motioned that this Article be indefinitely postponed. The motion was seconded.

VOTE: Motion carries.

Moderator Carroll presented Article 9 as follows:

#### ARTICLE 9

To see if the Town will vole to raise and appropriate from free cash or transfer from available funds a sum of money to indemnify certain police officers and firefighters of the Town for medical, surgical and hospitalization expenses as a result of injuries received by the officers/firefighters in the performance of their duties, as provided for under Section 100, Chapter 41 of Massachusetts General Laws in such amount and to such extent as may be recommended by the Board of Selectmen , or to see what the Town will do about it.

#### BOARD OF SELECTMEN

MOTION: Town Administrator Stephen P. Maio motioned that the Town transfer from Free Cash the amount of \$20,000.00 to carry out the purpose of this Article. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries.

Moderator Carroll presented Article 10 as follows:

#### ARTICLE 10

To see if the Town will raise and appropriate or transfer from available funds including the excess and deficiency account a sum of money to supplement the Fire Department budget for the period of July1, 2016 to June 30, 2017, or to see what the town will do about it.

#### BOARD OF SELECTMEN

MOTION: Town Administrator Stephen P. Maio motioned that the Town transfer the amount of \$165,000.00 to the personal services account of the Fire Department budget to carry out the purpose of this Article. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries.

Moderator Carroll presented Article 11 as follows:

## ARTICLE 11

To see if the Town will vote to raise and appropriate from tax levy or transfer from available funds a sum of money to improve and/or replace elements of the radio system and related infrastructure used by the Police and Fire Departments, including the upgrading of radio receivers, repeaters, comparators and associated equipment as well as the addition of a radio receiver at the Northeast Regional Metropolitan Vocational School to improve the radio signal in that area of Town, or to see what the Town will do about it.

## BOARD OF SELECTMEN

MOTION: Town Administrator Stephen P. Maio motioned that the Town raise and appropriate from tax levy the amount of \$180,000.00 to carry out the purpose of the Article. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries.

Moderator Carroll presented Article 12 as follows:

## ARTICLE 12

To see if the Town will vote to appropriate a sum of money for remodeling, reconstructing or making extraordinary repairs to, and for constructing additions to, the Walton School on Davidson Road, including the costs of originally equipping, furnishing, landscaping, paving and performing other site improvements incidental or directly related to such remodeling, reconstruction, repair, additions and new construction, and including architectural, surveying and engineering fees and other costs incidental or related thereto, and to determine whether to raise this appropriation by borrowing or otherwise, or to take any other action related thereto, or to see what the Town will do about it.

## SCHOOL COMMITTEE

MOTION: Town Administrator Stephen P. Maio motioned that the Town appropriate the sum of \$6,000,000.00 for remodeling, reconstructing or making extraordinary repairs to, and for constructing additions to, the Walton School on Davidson Road, including the costs of originally equipping, furnishing, landscaping, paving and performing other site improvements incidental or directly related to such remodeling, reconstruction, repair, additions and new construction, and including architectural, surveying and engineering fees and other costs incidental or

related thereto, and to raise this appropriation the Treasurer , with the approval of the Board of Selectmen, is authorized to borrow the sum of \$6,000,000.00 under and pursuant to Chapter 44, Section 7 of the General Laws, or any other enabling authority, and to issue bonds or notes of the Town therefor. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries. This motion required a 2/3 vote. Yes: 340 / No: 7

Moderator Carroll presented Article 13 as follows:

#### ARTICLE 13

To see if the Town will vote to authorize the Board of Selectmen to accept, or take by eminent domain proceedings, conveyances or easement from time to time, giving the Town the right to construct and maintain drains, sewers, water lines, retaining walls and streets and to raise and appropriate a sufficient sum of money to carry out the purpose of this Article, or to see what the Town will do about it.

#### BOARD OF SELECTMEN

MOTION: Town Administrator Stephen P. Maio motioned that the Town authorize the Board of Selectmen to accept, or take by eminent domain proceedings, conveyances or easements from time to time, giving the Town the right to construct and maintain drains, sewers, water lines, retaining walls and streets and to provide there for, that the Town raise and appropriate from tax levy the sum of \$1.00 to carry out the purpose of this Article. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries.

Moderator Carroll presented Article 14 as follows:

#### ARTICLE 14

To see if the Town will vote to raise and appropriate from tax levy or transfer from available funds a sufficient sum of money for the collect

ion, disposal, recycling and composting of refuse, or to see what the Town will do about it.

BOARD OF SELECTMEN

MOTION: Town Administrator Stephen P. Maio motioned that the Town raise and appropriate from tax levy the sum of \$1,699,705.00 for the collection, disposal, recycling and composting of refuse. Further that the Town appropriate \$112,190.00 from free cash for the collection, disposal, recycling and composting of refuse to carry out the purpose of this Article. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries.

Moderator Carroll presented Article 15 as follows:

#### ARTICLE 15

To see if the Town will vote to raise and appropriate from tax levy or transfer from available funds a sum of money for the implementation of the Town's NPDES Storm Water Program, or to see what the Town will do about it.

BOARD OF SELECTMEN

MOTION: Town Administrator Stephen P. Maio motioned that the Town raise and appropriate from tax levy the sum of \$100,000.00 to carry out the purpose of this Article. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries.

Moderator Carroll presented Article 16 as follows:

#### ARTICLE 16

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money for roadway improvements, or to see what the Town will do about it.

BOARD OF SELECTMEN

MOTION: Town Administrator Stephen P. Maio motioned that the Town raise and appropriate from tax levy the sum of \$200,000.00 for roadway

improvements to carry out the purpose of this Article. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries

Moderator Carroll presented Article 17 as follows:

#### ARTICLE 17

To see if the Town will vote to raise and appropriate or transfer from available funds a sufficient sum of money for construction of new sidewalks, or to see what the Town will do about it.

##### BOARD OF SELECTMEN

MOTION: Town Administrator Stephen P. Maio motioned that the Town raise and appropriate from tax levy the sum of \$50,000.00 to carry out the purpose of this Article. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries.

Moderator Carroll presented Article 18 as follows:

#### ARTICLE 18

To see if the Town will vote to raise and appropriate from tax levy, by transfer from available funds, or by borrowing a sufficient sum of money to make repairs to the Town's drainage system located on and near New Salem Street, including the design, renovation, upgrading and reconstruction of the culvert located there, or to see what the Town will do about it.

##### BOARD OF SELECTMEN

MOTION: Town Administrator Stephen P. Maio motioned that the Town raise and appropriate by borrowing the sum of \$855,000.00 to make specific repairs to the public drainage system located on New Salem Street and further, that the Town authorize the Town Treasurer, with the approval of the Board of Selectmen, to issue bonds or notes to carry out the purpose of this Article. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries. The vote was unanimous.



Moderator Carroll presented Article 19 as follows:

#### ARTICLE 19

To see if the Town will vote to raise and appropriate from tax levy or transfer from available funds a sufficient sum of money for purchasing and installing flow gauge meters at various locations in the drainage system, or to see what the Town will do about it.

#### BOARD OF SELECTMEN

MOTION: Town Administrator Stephen P. Maio motioned that the Town raise and appropriate from tax levy the sum of \$100,000.00 to carry out the purpose of this Article. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries.

Moderator Carroll presented Article 20 as follows:

#### ARTICLE 20

To see if the Town will vote to authorize the Board of Selectmen to apply for, receive and expend without further appropriation a grant from the Massachusetts Water Resources Authority for the purpose of funding the town's infiltration / inflow removal program, and further to appropriate a sufficient sum of money to fund the Town's portion of the costs of the program, and to determine whether to raise this appropriation by borrowing or otherwise, or to see what the Town will do about it.

#### BOARD OF SELECTMEN

MOTION: Town Administrator Stephen P. Maio motioned that the Town vote to authorize the Board of Selectmen to apply for, receive and expend a grant/loan from the Massachusetts Water Resources Authority in the amount of \$1,017,000.00, of which seventy- five percent or \$762,750.00 represents the grant portion and twenty-five percent or \$254,250.00 represents the loan portion to the Town by the said Massachusetts Water Resources Authority, for use by the Town for the Town's infiltration/inflow removal program and further, that the Town authorize the Town Treasurer, with the approval of the Board of Selectmen, to issue bonds or notes of the Town to the Massachusetts Water Resources Authority, payable over ten ( 10) years from the sewer enterprise fund to carry out the purpose of this Article. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries. The vote was unanimous.

Moderator Carroll presented Article 21 as follows:

#### ARTICLE 21

To see if the Town will vote to transfer from the Sewer Surplus Revenue Account a sufficient sum of money for the design, renovation, upgrade and construction of two (2) sewer pumping stations, or to see what the Town will do about it.

#### BOARD OF SELECTMEN

MOTION: Town Administrator Stephen P. Maio motioned that the Town transfer from the Sewer Surplus Reserve Account the sum of \$971,160.00 to carry out the purpose of this Article. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries.

Moderator Carroll presented Article 22 as follows:

#### ARTICLE 22

To see if the Town will vote to transfer from the Water Surplus Reserve Account a sufficient sum of money for the replacement of water mains at various locations throughout the Town, or to see what the Town will do about it.

#### BOARD OF SELECTMEN

MOTION: Town Administrator Stephen P. Maio motioned that the Town transfer from the Water Surplus Reserve Account the sum of \$165,000.00 for the replacement of water mains at various locations throughout the Town to carry out the purpose of this Article. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries.

Moderator Carroll presented Article 23 as follows:

## ARTICLE 23

To see if the Town will vote to transfer from the Water Surplus Reserve Account a sufficient sum of money for upgrading the Broadway Water Treatment Plant or to see what the Town will do about it.

BOARD OF SELECTMEN

MOTION: Town Administrator Stephen P. Maio motioned that the Town transfer from the Water Surplus Reserve Account the sum of \$160,000.00 for upgrading the Broadway Water Treatment Plant to carry out the purpose of this Article. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries.

Moderator Carroll presented Article 24 as follows:

## ARTICLE 24

To see if the Town will vote to transfer from the Water Surplus Reserve Account a sufficient sum of money for maintenance of the Town's water pressure tank located on Sydney Street or to see what the Town will do about it.

BOARD OF SELECTMEN

MOTION: Town Administrator Stephen P. Maio motioned that the Town transfer from the Water Surplus Reserve Account the sum of \$75,000.00 for maintenance on the Town's water pressure tank to carry out the purpose of this Article. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries.

Moderator Carroll presented Article 25 as follows:

## ARTICLE 25

To see if the Town will vote to amend the Zoning Bylaws by Adding as §190-23.E the following:

"The operation of any marijuana establishment, as defined in G.L. c. 94G, §1, including, without limitation, a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other

type of licensed marijuana- related business, is prohibited in all zoning districts of the Town. This prohibition shall not apply to the sale, distribution or cultivation of marijuana for medical purposes licensed under Chapter 369 of the Acts of 2012.", and amending the Table of Use Regulations in § 190- 23 of the Zoning Bylaws , adding the following at the end of the section on Business Uses :

"SSR SR GR MR NB LB B LI 1  
 Marijuana establishment, as defined in G.L. c. 94G, § 1  
 N N N N N N N N N"

or to see what the Town will do about it.

BOARD OF SELECTMEN

MOTION: Town Administrator Stephen P. Maio motioned that the Town vote to amend the Zoning Bylaws as set forth in Article 25 to carry out the purpose of this Article. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries. The vote was unanimous.

Moderator Carroll presented Article 26 as follows:

#### ARTICLE 26

To see if the Town will vote to amend the General Bylaws by adding as §154-9 the following: "I 54-9. Marijuana Establishments Forbidden

"The operation of any marijuana establishment, as defined in G.L. c. 94G, §I , including, without limitation, a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business, within the Town is prohibited . This prohibition shall not apply to the sale, distribution or cultivation of marijuana for medical purposes licensed under Chapter 369 of the Acts of 2012.", or to see what the Town will do about it

BOARD OF SELECTMEN

MOTION: Town Administrator Stephen P. Maio motioned that the Town vote to amend the General Bylaws as set forth in Article 26 to carry out the purpose of this Article. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries. The vote was unanimous.

Moderator Carroll presented Article 27 as follows:

## ARTICLE 27

To see if the Town will vote to amend the Zoning Bylaws by adding the following new article: "ARTICLE XIX Temporary Moratorium on Marijuana Establishments"§ 190-11 I. Purpose "At the Massachusetts election held on November 8, 2016, the voters of the Commonwealth approved a new law which, among other things, established G.L. c. 94G, entitled ' Regulation of the Use and Distribution of Marijuana Not Medically Prescribed.' That statute permits ' marijuana establishments ' to be licensed by a new Cannabis Control Commission (the 'Commission') throughout Massachusetts for the cultivation, testing, manufacture and sale of marijuana products. The Commission was initially to promulgate regulations concerning marijuana establishments by September 15, 2017, which date has been extended to March 15, 2018 by Chapter 351 of the Acts of 2016. The regulation of recreational marijuana raises many complex questions concerning law, planning and public safety. The Town cannot adequately address those questions until the Commission issues its regulations. The purpose of this temporary moratorium is to provide the Town time for study, reflection and decision concerning the said regulations and the challenges posed by recreational marijuana.

"§ 190-12. Temporary Moratorium "For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaws to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a 'marijuana establishment' as defined in G.L. c. 94G, § I. This moratorium shall not apply to the sale, distribution or cultivation of marijuana for medical purposes licensed under Chapter 369 of the Acts of 2012. The moratorium shall be in effect through June 30, 2018. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana on the Town, consider the regulations to be issued by the Commission, determine whether the Town should ban any or all types of marijuana establishments within the Town, decide whether to prohibit on-site consumption of marijuana products at marijuana establishments, and otherwise weigh its options in addressing the issues raised by recreational marijuana. "§ 190 -11 3. Severability "The provisions of this Section are severable. If any provision, paragraph, sub-section, sentence or clause hereof, or the application thereof to any person, establishment or circumstance, shall be held invalid or illegal , such invalidity or illegality shall not affect the other provisions hereof , or the application hereof to other persons, establishments or circumstances", or to see what the Town will do about it.

BOARD OF SELECTMEN

MOTION: Town Administrator Stephen P. Maio motioned that the Town amend the Zoning Bylaws as set forth in Article 27 to carry out the purpose of the Article. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries. The vote was unanimous.

Moderator Carroll presented Article 28 as follows:

## ARTICLE 28

To see if the Town will vote to amend the General Bylaws by adding as § 1 54- 10 the following: Paragraph 154-10. Plastic Bag Reduction Bylaw

### I. Purpose and Intent

The purpose of this bylaw is to limit the amount of greenhouse gas emissions, preserve the oceans, protect wildlife, and reduce the amount of trash that ends up on the streets and in landfills by using recyclable, reusable, or compostable bags instead of thin-film single-use plastic checkout bags.

### 2. Definitions

2.1 Checkout bag: A carryout bag provided by a store to a customer at the point of sale. Checkout bags shall not include bags, whether plastic or not, in which loose produce or products are placed by the consumer to deliver such items to the point of sale or check out area of the store.

2.2 Grocery store: A retail establishment where more than fifty percent of the gross floor area is devoted to the sale of food products for home preparations and consumption, which typically also offers home care and personal care products.

2.3 Retail store: An establishment that offers the sale and display of merchandise within a building.

2.4 Reusable checkout bag: A bag, with handles, that is specifically designed for multiple use and is made of thick plastic, cloth, fabric or other durable materials.

2.5 Thin-film single-use plastic bags: Typically with plastic handles, these are bags with a thickness of 2.5 mils or less and are intended for single-use transport of purchased products.

### 3. Use Regulations

3.1 Thin-film single-use plastic bags shall not be distributed, used or sold for checkout or other purposes at any retail or grocery store within the Town of Wakefield.

3.2 Customers are encouraged to bring their own reusable or biodegradable shopping bags to stores. Retail or grocery stores are

strongly encouraged to make reusable check out bags available for sale to customers at a reasonable price.

3.3 Thin-film plastic bags used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items, and other similar merchandise, typically without handles, are still permissible.

#### 4. Enforcement process

Enforcement of this bylaw shall be the responsibility of the Town Administrator or his/her designee. The Town Administrator shall determine the inspection process to be followed, incorporating the process into other Town duties as appropriate. Any retail or grocery store distributing plastic grocery bags in violation of this bylaw shall be subject to a non-criminal disposition fine, in accordance with § J-7 of these Bylaws. Any fine s shall be paid to the Town of Wakefield."

And by amending § 1-7 of the General Bylaws by adding as subsection E thereof the following:

"E. Any alleged violation of the Plastic Bag Reduction Bylaw, §1 5 4.10 of these Bylaws, shall be made the subject of noncriminal disposition proceedings by the Town Administrator his or her designee under G.L. c. 40, §21 D. The penalty for such violation shall be a written warning for the first offense, a fine of \$25 for a second offense and a fine of \$50 for the third and any subsequent offense.", or to see what the Town will do about it.

#### CITIZEN PETITION

MOTION: Sean Bracken motioned that the Town vole to amend the General Bylaws and set forth in Article 28 to carry out the purpose of the Article. After much discussion, the motion was withdrawn and a motion to indefinitely postpone the Article was made. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries.

Moderator Carroll presented Article 29 as follows:

#### ARTICLE 29

To see if the Town will vote to amend the Zoning Bylaws of the Town of Wakefield by:

a. amending § / 90-4. Definition 11.1· by adding ART /CRAFT STUDIO and the definition set forth below after AFFORDABLE DWELLING UNIT: "ART/CRAFT STUDIO. A room or group of rooms used by artists and crafts people for the creation of any visual art or craft,

including but not limited to: painting, drawing , graphic design, photography, sculpture , ceramics, jewelry, leatherwork and other related arts and crafts; of written works of fiction and non- fiction; or of any performing art." and

b. amending § 190-22A(l). Accessory Uses by adding a new sub-section (g) as follows:

(g) Art/Craft studio.

[1] Purpose and intent. It is the specific purpose and intent that an art/craft studio, whether attached or detached from the principal building, will be compatible with other permitted uses, particularly in residential neighborhoods.

[2] The space will be principally used as a studio for independent arts/crafts people in the creation of their own work. Mass production and assembly line techniques are prohibited.

[3] The type of studio use shall be appropriate to the particular building and its location:

(a) the building shall be structurally sound .

(b) the proposed studio use will not generate traffic in volume or type in excess of that normally occurring in the adjacent neighborhood.

(c) no bulk storage of toxic or highly flammable materials shall occur.

(d) the proposed studio use shall satisfy all applicable building, fire safety, and health codes .

(e) noise shall be restricted to levels customarily permitted in the districts.

(f) noxious odors, dust, and/or fumes shall be effectively disposed of and confined to the premises to avoid air pollution and nuisance to the adjacent neighborhood .

(g) the building will conform to Dimensional Regulations regulated in §190-31 C(5)

[4] Storage of materials must be carried out within the building.

[SJ All activities conducted in an accessory structure are limited in size by the provisions governing an accessory building type outlined in §190-22A(l)(e).

[6] Such activity shall be carried on only by the person residing on the premises and no more than one ( 1) person, not a member of the household, shall practice or be employed at one time per studio.

[7] There shall be no retail sales except as may occur as an activity incidental to the exhibition permitted in § 190-22A (l)(g)[ 1 l] below.

[8] No display of advertising sign except for a small announcements sign having an area of not more than three (3) square feet.

[9] Shipping and delivery is restricted to parcel and small freight carriers.

[10] No more than one (l) off-street parking space is permitted for the art/craft accessory use.



(11] Public exhibitions and their advertisement shall not be permitted except as specifically authorized in the special permit. The number and duration of any such exhibitions shall be specifically stated, shall be for arts/crafts created on the premises, and shall only be permitted upon finding that the residential or other prevailing neighborhood character will not be significantly, negatively affected.

[12]The special permit for an art/craft studio accessory use shall terminate upon the death of the owner and the spouse of the owner or upon transfer of title to said premises.

(13]In issuing a special permit under this section § J 90 - 22A(1)(g) the Zoning Board of Appeals shall state the specific arts and crafts uses or range of uses being authorized for each studio granted a permit."

And, c. amending the Use Table, §190-23 by adding ART/CRAFT STUDIO after Accessory Apartments in Special Single Residence uses to the list of uses as follows:

SSR SR GR MR1 NB LB B LI I  
ART/CRAFT STUDIO

SP SP SP SP SP N SP N N

or to see what the Town will do about it.

CITIZEN PETITION

MOTION: Sarah Guerin motioned Article 29. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries.

At 10:17 p.m. Selectman DiNocco motioned to dissolve the May 1, 2017 Annual Town Meeting, which was seconded and so voted.

Betsy Sheeran Town Clerk

## REGULAR TOWN MEETING NOVEMBER 6, 2017

At 7:00 p.m. Moderator William Harbison Carroll called the Regular Town Meeting to order in the Galvin Middle School Auditorium, 525 Main Street, Wakefield with 334 registered voters present. The Constable Return was read into the record. Visitors were announced. Betsy Sheeran, Town Clerk, led Town Meeting in the Pledge of Allegiance. Town Administrator Stephen P. Maio presented a financial projection/overview for Wakefield.

Moderator Carroll presented Article 1 as follows:

### ARTICLE 1

That the Town vote to accept a report of the Fiscal Year 2017 budget.  
TOWN ADMINISTRATOR

MOTION: Town Administrator Stephen P. Maio motioned to see if the Town will hear and accept a report on the Fiscal Year 2017 budget, or to see what the Town will do about it. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries.

Moderator Carroll presented Article 2 as follows:

### ARTICLE 2

To see if the Town will vote to authorize the Board of Assessors to use such free cash as may be in the Treasury or any part thereof in computing the tax rate for fiscal period ending June 30, 2018, or to see what the Town will do about it.

BOARD OF SELECTMEN

MOTION: Town Administrator Stephen P. Maio motioned that the Town authorize the Board of Assessors to use two million two hundred twenty thousand dollars (\$2,220,000.) in Free Cash in computing the tax rate for Fiscal Year 2018. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries.

Moderator Carroll presented Article 3 as follows:

### ARTICLE 3

To see if the Town will vote to implement collective bargaining agreements between the Town of Wakefield and the Wakefield Firefighter's Union Local 1478 International Association of Firefighters, AFL-CIO for the period of July 1, 2017 to June 30, 2020 and to provide therefore that the Town raise and appropriate or transfer from available funds a sufficient sum of money to carry out the purpose of this Article, or to see what the Town will do about it.

#### BOARD OF SELECTMEN

MOTION: Town Administrator Stephen P. Maio motioned that the Town vote to implement a collective bargaining agreement between the Town Of Wakefield and the Wakefield Firefighters Union Local 1478 International Association of Firefighters, AFL-CIO for the period of July 1, 2017 to June 30, 2020 and to provide therefor that the Town supplement the Fire Personnel Services Account by transferring the sum of one hundred forty thousand dollars (\$140,000.) from Free Cash and that the Town transfer from the Uniform Clothing line item in the Materials and Supplies portion of the FY2018 Fire Department budget to the Personal Services portion of the FY2018 Fire Department budget the amount of sixty thousand dollars (\$60,000.) for a total amount of two hundred thousand dollars (\$200,000.). The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries.

Moderator Carroll presented Article 4 as follows:

### ARTICLE 4

To see if the Town will vote to amend the General Bylaws by adding as § 154-10 the following:

#### “154-10. Plastic Bag Reduction Bylaw

##### 1. Purpose and Intent

The purpose of this bylaw is to limit the amount of greenhouse gas emissions, preserve the oceans, protect wildlife, and reduce the amount of trash that ends up on the streets and in landfills by using recyclable, reusable, or compostable bags instead of thin-film single-use plastic checkout bags.

## 2. Definitions

2.1 Checkout bag: A carryout bag provided by a store to a customer at the point of sale. Checkout bags shall not include bags, whether plastic or not, in which loose produce or products are placed by the consumer to deliver such items to the point of sale or checkout area of the store.

2.2 Grocery store: A retail establishment where more than fifty percent of the gross floor area is devoted to the sale of food products for home preparations and consumption, which typically also offers home care and personal care products.

2.3 Retail store: An establishment that offers the sale and display of merchandise within a building.

2.4 Reusable checkout bag: A bag, with handles, that is specifically designed for multiple use and is made of thick plastic, cloth, fabric or other durable materials.

2.5 Thin-film single-use plastic bags: Typically with plastic handles, these are bags with a thickness of less than 2.25 mils and are intended for single-use transport of purchased products.

## 3. Use Regulations

3.1 Thin-film single-use plastic bags shall not be distributed, used, or sold for checkout or other purposes at any retail or grocery store within the Town of Wakefield.

3.2 Customers are encouraged to bring their own reusable or biodegradable shopping bags to stores. Retail or grocery stores are strongly encouraged to make reusable checkout bags available for sale to customers at a reasonable price.

3.3 Thin-film plastic bags used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items, and other similar merchandise, typically without handles, are still permissible.

## 4. Enforcement process

Enforcement of this bylaw shall be the responsibility of the Town Administrator or his/her designee. The Town Administrator shall determine the inspection process to be followed, incorporating the process into other Town duties as appropriate. Any retail or grocery store distributing plastic grocery bags in violation of this bylaw shall be subject to a non-criminal disposition fine, in accordance with § 1-7 of these Bylaws. Any fines shall be paid to the Town of Wakefield.”

## 5.0 Effective Date

This bylaw shall take effect on July 1, 2018 (retail stores occupying a finished space of 2500 square feet or less September 1, 2018). Extensions (of up to three months) may be granted by the Town Administrator upon written request.

and by amending § 1-7 of the General Bylaws by adding as subsection E thereof the following:

“E. Any alleged violation of the Plastic Bag Reduction Bylaw, § 154.10 of these Bylaws, shall be made the subject of noncriminal disposition proceedings by the Town Administrator or his or her designee under G.L. c. 40, § 21D. The penalty for such violation shall be a written warning for the first offense, a fine of \$100 for a second offense and a fine of \$200 for the third, and a fine of \$300 for a fourth and any subsequent offense.” or to see what the Town will do about it.

#### BOARD OF SELECTMEN

MOTION: Selectwoman Butt motioned that the Town vote to amend the General Bylaws by adding as Paragraph 154-10 plastic bag reduction bylaw and by amending Section 1-7 of the General Bylaws by adding subsection E as presented in the Warrant. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries.

Moderator Carroll presented Article 5 as follows:

#### ARTICLE 5

To see if the Town will vote to propose to amend the Wakefield Home Rule Charter by:

1. striking the second sentence of Section 3-2(b) and replacing it with the following:

“The Town Council shall be the chief policy making agency of the Town and shall have all the powers and duties given to a board of selectmen as may be authorized by the laws of the Commonwealth, by this charter, by by-law or by other vote of the Town Meeting, except those powers granted to the Town Administrator under this charter. It is the intent of this charter that the Town Council be identical in all but name to a board of selectmen, as that term is used in Massachusetts law. Members of the Town Council shall be known as ‘Councilors.’”;

2. striking, wherever else they appear, the words “Board of Selectmen” and the word “Selectmen” and replacing them with the words “Town Council;”

3. striking, wherever it appears, the word “Chairman” and replacing it with the word “Chairperson;”

4. striking the words “full board” wherever they appear and replacing them with the words “full council;”

5. striking, in the first sentence of Section 5-11, the words “the said board’s first meeting,” and replacing them with the words “the said council’s first meeting;”

6. striking the definition of “Town Agency or Agency” in Section 7-4(e) and replacing it with the following:

“The words ‘Town agency’ or the word ‘agency’ shall mean any board, council, commission, committee, department or office of Town government, whether elected, appointed or otherwise constituted.”; and

7. striking the definition of “Multiple Member Body” in Section 7-4(f) and replacing it with the following:

“The words ‘multiple member body’ shall mean any board, council, commission or committee.”

or to see what the Town will do about it.

BOARD OF SELECTMEN

MOTION: Town Administrator Stephen P. Maio motioned that the Town vote to propose to amend the Wakefield Home Rule Charter as presented in the Warrant. The motion was seconded. The Finance Committee recommended favorable action. A motion was made and seconded for a secret ballot. The motion for a secret balled passed 304-61.

VOTE: The main motion passed 319-32

Moderator Carroll presented Article 6 as follows:

#### ARTICLE 6

To see if the Town will vote to amend § 104-13 of the General Bylaws, entitled “Licensing and license fees,” by deleting the text thereof and replacing it with the following:

“All dogs within the Town must be licensed on or before January 1 of each license period in accordance with the requirements of G.L. c. 140, § 137, as the same may from time to time be amended. The license period shall be from January 1 to the following December 31. Any owner or keeper of a dog who shall fail to comply with the provisions of this section by April 1 in any year shall be subject to a late fee. The fees for the licensing of dogs shall be as follows:

“A. Unneutered and unspayed dogs: \$20 each;

“B. Neutered male and spayed female dogs: \$10 each;

“C. Kennels: \$100 per kennel; and

“D. Late Fee: \$20 per dog.”

or to see what the Town will do about it.

TOWN CLERK

MOTION: Town Clerk Betsy Sheeran motioned that the Town vote to amend section 104-13 of the General Bylaw as presented in the Warrant.

The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries.

Moderator Carroll presented Article 7 as follows:

#### ARTICLE 7

To see if the Town will vote to amend § 51-3 of the General Bylaws, entitled “Purpose and contents of Annual Town Report,” by deleting subsection B thereof and replacing it with the following:

“B. Identification of Individuals. The Annual Town Report shall contain the names of all persons who have served as members of any board, committee or commission of the Town during the preceding year, as well as the names of all individual Town officers. The ‘Vital Statistics’ section of the Annual Town Report shall set forth the numbers of births, marriages and deaths within the Town in the preceding year, but shall not identify by name the persons so born, married or deceased.”

or to see what the Town will do about it.

TOWN CLERK

MOTION: Town Clerk Betsy Sheeran motioned that the Town vote to amend section 51-3 of the General Bylaw as presented in the Warrant. The motion was seconded. The Finance Committee recommended favorable action.

VOTE: Motion carries.

At 10:17 p.m., Mr. DiNocco motioned that the Regular Town Meeting of November 6, 2017 be dissolved. The motion was seconded.

VOTE: Motion carries.

## RECORD OF MARRIAGES

The total number of marriages recorded in 2017 are 128.

## RECORD OF DEATHS

The total number of deaths recorded in 2017 are 315.

## RECORD OF BIRTHS

The total number of births recorded in 2017 are 311.



*Report of the*  
*TREASURER'S DEPARTMENT*

To the Citizens of Wakefield

I herewith present my report for the year ending December 31, 2017

TRUST FUNDS

The Trust Funds now in the hands of the Treasurer are as follows:

Old Cemetery Trust Funds	\$ 6,650.00
Library Trust Funds	\$143,430.00
Park Trust funds	\$ 21,472.00
School Trust Funds	\$ 9,000.00
Various Trust Funds	\$ 28,030.00

During the Fiscal Year 7/01/2018 – 6/30/2019 the following loans will fall due:

	Principal	Interest
Dolbeare	\$456,000.00	\$ 18,130.50
Woodville Bond	\$ 25,000.00	\$ 985.50
Woodville Bond	\$1,025,000.00	\$ 71,415.00
Senior Center Bond	\$102,000.00	\$ 6,723.00
Sewer Bond	\$ 69,000.00	\$ 4,576.50
Public Safety Bld Bond	\$525,000.00	\$ 81,175.00
Land Acquisition	\$ 60,000.00	\$ 9,300.00

	Principal	Interest
Water Pollution Abatement Revenue	\$ 5,471.00	\$ 0.00
Water Pollution Abatement Revenue	\$ 2,571.00	\$ 0.00
Mass Water Pollution Abatement Trust	\$117,169.21	\$ 0.00
MWRA Water Bond	\$ 50,000.00	\$ 0.00
MWRA Water Bond	\$37,625.00	\$ 0.00
MWRA Water Bond	\$ 50,000.00	\$ 0.00
MWRA Water Bond	\$ 40,000.00	\$ 0.00
MWRA Sewer Bond	\$109,810.00	\$ 0.00
MWPAT Bond	\$ 2,289.00	\$ 0.00
Water Standpipe	\$ 75,000.00	\$ 1,500.00
Water Meters	\$105,000.00	\$ 16,800.00
Galvin Middle School Feasibility Study	\$ 25,000.00	\$ 7,387.50
Athletic Fields	\$345,000.00	\$139,137.50
Galvin Middle School	\$1,120,000.00	\$1,234,243.76

We are pleased to report that the interest earned from 01/01/2017 to 12/31/2017 is as follows:

Revenue	\$2,102,040.91
Trust Funds	\$ 131,911.37

# **Finances**

## ***Reports of***

TOWN ACCOUNTANT

STATEMENT OF ASSETS & LIABILITIES

STATEMENT OF REVENUE & EXPENDITURES

STATEMENT OF APPROPRIATION  
& EXPENDITURE BY DEPARTMENT

STATEMENT OF INDEBTNESS



*Finances*

**REPORTS OF THE  
TOWN ACCOUNTANT**

*Statement of Assets & Liabilities*

*Statement of Revenues, Expenditures and Changes in Fund Balances*

*Statement of Appropriation & Expenditure by Department*

*Statement of Indebtedness*

The combined Balance Sheet, Statement of Revenue, Expenditure and Changes in Fund Balances, Statement of Appropriations and Expenditures by department, and the Statement of Indebtedness are presented on the following pages. The Town's General Fund is used to account for the basic operating activities such as Administration, Public Safety, Public Works, Education, Human Services, Culture and Recreation. The Non-major Governmental Funds are used to account for financial resources allocated by law, contract or designated to a specific purpose.

The accounting firm of Powers & Sullivan, Certified Public Accountants, currently audits the Town's annual financial statements. The complete financial statements and the auditors' report are available from the Town Accountant and are on file in the Accounting office. Copies of all financial reports and ledgers are available upon request during normal business hours.

Kevin M. Gill  
Town Accountant

GOVERNMENTAL FUNDS  
BALANCE SHEET

JUNE 30, 2017

	General	Galvin Middle School	Nonmajor Governmental Funds	Total Governmental Funds
<b>ASSETS:</b>				
Cash and equivalents.....	\$ 15,718,876	\$ 66,743	\$ 6,105,919	\$ 21,891,538
Investments.....	-	-	2,992,573	2,992,573
Receivables, net of uncollectibles:				
Real estate and personal property taxes.....	644,355	-	-	644,355
Real estate tax deferrals.....	262,546	-	-	262,546
Tax liens.....	1,018,273	-	-	1,018,273
Motor vehicle excise taxes.....	407,579	-	-	407,579
Departmental and other.....	124,914	-	1,354	126,268
Intergovernmental.....	3,162,725	1,600,000	590,087	5,352,812
Tax foreclosures.....	471,098	-	-	471,098
Prepaid expenses.....	1,147,801	-	-	1,147,801
<b>TOTAL ASSETS.....</b>	<b>\$ 22,958,167</b>	<b>\$ 1,666,743</b>	<b>\$ 9,689,933</b>	<b>\$ 34,314,843</b>
<b>LIABILITIES:</b>				
Warrants payable.....	\$ 1,465,009	\$ -	\$ 109,458	\$ 1,574,467
Accrued payroll.....	804,238	-	33,188	837,426
Tax refunds payable.....	184,000	-	-	184,000
Other liabilities.....	661,979	-	-	661,979
Notes payable.....	-	3,352,743	1,547,000	4,899,743
<b>TOTAL LIABILITIES.....</b>	<b>3,115,226</b>	<b>3,352,743</b>	<b>1,689,646</b>	<b>8,157,615</b>
<b>DEFERRED INFLOWS OF RESOURCES:</b>				
Unavailable revenue.....	5,888,493	-	371,258	6,259,751
<b>FUND BALANCES:</b>				
Nonspendable.....	-	-	2,307,544	2,307,544
Restricted.....	-	-	6,855,693	6,855,693
Committed.....	455,428	-	-	455,428
Assigned.....	1,079,823	-	-	1,079,823
Unassigned.....	12,419,197	(1,686,000)	(1,534,208)	9,198,989
<b>TOTAL FUND BALANCES.....</b>	<b>13,954,448</b>	<b>(1,686,000)</b>	<b>7,629,029</b>	<b>19,897,477</b>
<b>TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES.....</b>	<b>\$ 22,958,167</b>	<b>\$ 1,666,743</b>	<b>\$ 9,689,933</b>	<b>\$ 34,314,843</b>

See notes to basic financial statements.

**GOVERNMENTAL FUNDS**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**

YEAR ENDED JUNE 30, 2017

	General	Galvin Middle School	Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES:</b>				
Real estate and personal property taxes, net of tax refunds.....	\$ 66,659,937	\$ -	\$ -	\$ 66,659,937
Tax liens and foreclosures.....	175,810	-	-	175,810
Motor vehicle excise taxes.....	4,299,275	-	-	4,299,275
Hotel/motel and meals tax.....	899,435	-	-	899,435
Penalties and interest on taxes.....	256,853	-	3	256,856
Fees and rentals.....	-	-	21,627	21,627
Payments in lieu of taxes.....	867,556	-	-	867,556
Intergovernmental.....	18,829,966	875,000	4,556,487	24,261,453
Departmental and other.....	1,871,879	-	3,828,476	5,700,355
Special assessments.....	-	-	19,165	19,165
Contributions.....	-	-	483,562	483,562
Investment income.....	107,731	-	234,508	342,239
<b>TOTAL REVENUES.....</b>	<b>93,968,442</b>	<b>875,000</b>	<b>9,143,828</b>	<b>103,987,270</b>
<b>EXPENDITURES:</b>				
Current:				
General government.....	2,664,525	-	617,220	3,281,745
Public safety.....	10,588,523	-	710,048	11,298,571
Education.....	37,280,983	4,521	6,537,815	43,823,319
Public works.....	9,495,789	-	717,348	10,213,137
Human services.....	633,213	-	226,869	860,082
Culture and recreation.....	1,690,822	-	445,434	2,136,256
Pension benefits.....	12,314,364	-	-	12,314,364
Property and liability insurance.....	343,616	-	-	343,616
Employee benefits.....	11,932,400	-	-	11,932,400
State and county charges.....	1,390,164	-	-	1,390,164
Debt service:				
Principal.....	-	-	3,592,042	3,592,042
Interest.....	-	-	1,895,911	1,895,911
<b>TOTAL EXPENDITURES.....</b>	<b>88,334,399</b>	<b>4,521</b>	<b>14,742,687</b>	<b>103,081,607</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES.....</b>	<b>5,634,043</b>	<b>870,479</b>	<b>(5,598,859)</b>	<b>905,663</b>
<b>OTHER FINANCING SOURCES (USES):</b>				
Capital lease financing.....	-	-	361,679	361,679
Transfers in.....	217,374	-	5,252,004	5,469,378
Transfers out.....	(5,252,004)	-	(217,374)	(5,469,378)
<b>TOTAL OTHER FINANCING SOURCES (USES).....</b>	<b>(5,034,630)</b>	<b>-</b>	<b>5,396,309</b>	<b>381,679</b>
<b>NET CHANGE IN FUND BALANCES.....</b>	<b>599,413</b>	<b>870,479</b>	<b>(202,550)</b>	<b>1,267,342</b>
<b>FUND BALANCES AT BEGINNING OF YEAR.....</b>	<b>13,355,035</b>	<b>(2,556,479)</b>	<b>7,831,579</b>	<b>18,630,135</b>
<b>FUND BALANCES AT END OF YEAR.....</b>	<b>\$ 13,954,448</b>	<b>\$ (1,686,000)</b>	<b>\$ 7,629,029</b>	<b>\$ 19,897,477</b>

See notes to basic financial statements.



**General Fund Intergovernmental Revenues**  
**June 30, 2017**

<u>Description</u>	<u>Balance 6/30/2017</u>
MEDICAID REIMBURSEMENT	91,630.00
ABATEMENTS-VETERANS	79,997.00
ABATEMENTS ELDERLY	35,642.00
CHARTER SCHOOLS	49,294.00
CHAPTER 70	5,844,577.00
CONSTRUCTION OF SCHOOL PROJ	927,551.00
VETERANS BENEFITS	20,841.00
UNRESTRICTED GENERAL AID	3,239,210.00
STATE OWNED LAND	26,550.00
OTHER STATE REVENUE	28,738.00
FEMA REIMBURSEMENT	171,057.00
RECEIPT OF A PRIOR PERIOD	101.00
MTRB GROSS UP	8,314,778.00
	<u>18,829,966.00</u>

*Town of Wakefield*

Report of Appropriated Funds, Expenditures & Balances

Fiscal 2017

For the Period of July 1, 2016 to June 30, 2017

Fiscal 2017

## GENERAL GOVERNMENT

	Appropriation Fiscal 2017	Expenditure Fiscal 2017	Balance Fiscal 2017	DISPOSITION OF BALANCE Transfer to Town Revenue	Encumbered Fiscal 2018
<b>SELECTMEN'S DEPARTMENT:</b>					
Personal Services <i>(Includes Town Planner)</i>	335,872.00	332,176.00	3,696.00	3,696.00	
Purchase of Services	39,806.00	39,798.00	8.00	8.00	
Materials and Supplies	450.00	37.00	413.00	413.00	
<b>TOTAL</b>	<b>376,128.00</b>	<b>372,011.00</b>	<b>4,117.00</b>	<b>4,117.00</b>	<b>0.00</b>
<b>Accounting Department:</b>					
Personal Services	258,366.00	257,018.00	1,348.00	1,348.00	
Purchase of Services	98,401.00	87,680.00	10,721.00	21.00	10,700.00
Materials and Supplies	3,550.00	2,560.00	990.00	990.00	
Sundry Charges	210.00	165.00	45.00	45.00	
<b>TOTAL</b>	<b>360,527.00</b>	<b>347,423.00</b>	<b>13,104.00</b>	<b>2,404.00</b>	<b>10,700.00</b>
<b>Information Technology:</b>					
Personal Services	267,757.00	183,839.00	83,918.00	83,918.00	
Purchase of Services	141,069.00	128,605.00	12,464.00	0.00	12,464.00
Materials and Supplies	7,700.00	3,977.00	3,723.00	0.00	3,723.00
Sundry Charges	1,320.00	99.00	1,221.00	0.00	1,221.00
<b>TOTAL</b>	<b>417,846.00</b>	<b>316,520.00</b>	<b>101,326.00</b>	<b>83,918.00</b>	<b>17,408.00</b>
Capital Outlay	356,038.00	321,451.00	34,587.00	0.00	34,587.00
<b>TOTAL</b>	<b>773,884.00</b>	<b>637,971.00</b>	<b>135,913.00</b>	<b>83,918.00</b>	<b>51,995.00</b>
<b>TREASURER'S DEPARTMENT:</b>					
Salary of Treasurer	59,755.00	59,755.00	0.00	0.00	
Personal Services	108,731.00	108,731.00	0.00	0.00	
Purchase of Services	4,900.00	2,808.00	2,092.00	2,092.00	
Materials and Supplies	1,150.00	476.00	674.00	674.00	
Sundry Charges	90.00	90.00	0.00	0.00	
Tax Titles	13,000.00	4,972.00	8,028.00	8,028.00	
Bank Charges	7,500.00	1,500.00	6,000.00	6,000.00	
<b>TOTAL</b>	<b>195,126.00</b>	<b>178,332.00</b>	<b>16,794.00</b>	<b>16,794.00</b>	<b>0.00</b>

Fiscal 2017

	Appropriation Fiscal 2017	Expenditure Fiscal 2017	Balance Fiscal 2017	DISPOSITION OF BALANCE	
				Transfer to Town Revenue	Encumbered Fiscal 2018
<b>LEGAL DEPARTMENT:</b>					
Personal Services	103,880.00	103,880.00	0.00	0.00	
Purchase of Services	60,000.00	30,205.00	29,795.00	29,795.00	
Materials and Supplies	6,200.00	6,200.00	0.00	0.00	
Sundry Charges	0.00	0.00	0.00	0.00	
<hr/>					
Sub total	170,080.00	140,285.00	29,795.00	29,795.00	0.00
Legal Damages	104,560.00	3,903.00	100,657.00	657.00	100,000.00
<hr/>					
<b>TOTAL</b>	<b>274,640.00</b>	<b>144,188.00</b>	<b>130,452.00</b>	<b>30,452.00</b>	<b>100,000.00</b>
<hr/>					
<b>COLLECTOR'S DEPARTMENT:</b>					
Salary of Collector	86,453.00	86,453.00	0.00	0.00	
Personal Services	65,407.00	65,228.00	179.00	179.00	
Purchase of Services	42,783.00	35,325.00	7,458.00	7,458.00	
Materials and Supplies	2,300.00	1,298.00	1,002.00	1,002.00	
Sundry Charges	140.00	130.00	10.00	10.00	
<hr/>					
<b>TOTAL</b>	<b>197,083.00</b>	<b>188,434.00</b>	<b>8,649.00</b>	<b>8,649.00</b>	<b>0.00</b>
<hr/>					
<b>ASSESSORS' DEPARTMENT:</b>					
Personal Services	169,906.00	168,905.00	1,001.00	1,001.00	
Purchase of Services	36,071.00	13,114.00	22,957.00	4,809.00	18,148.00
Materials and Supplies	1,950.00	1,097.00	853.00	853.00	
Sundry Charges	750.00	590.00	160.00	160.00	
<hr/>					
<b>TOTAL</b>	<b>208,677.00</b>	<b>183,706.00</b>	<b>24,971.00</b>	<b>6,823.00</b>	<b>18,148.00</b>

Fiscal 2017

	Appropriation Fiscal 2017	Expenditure Fiscal 2017	Balance Fiscal 2017	DISPOSITION OF BALANCE Transfer to Town Revenue	Encumbered Fiscal 2018
TOWN CLERK'S DEPARTMENT:					
Salary of Town Clerk	71,725.00	71,725.00	0.00	0.00	
Personal Services	98,659.00	98,658.00	1.00	1.00	
Purchase of Services	19,565.00	16,782.00	2,783.00	2,783.00	
Materials and Supplies	1,700.00	1,700.00	0.00	0.00	
Sundry Charges	250.00	250.00	0.00	0.00	
TOTAL	191,899.00	189,115.00	2,784.00	2,784.00	0.00
ELECTION / REGISTRATION:					
Personal Services	20,900.00	9,406.00	11,494.00	11,494.00	
Purchase of Services	18,600.00	16,327.00	2,273.00	2,273.00	
Material and Supplies	1,500.00	1,434.00	66.00	66.00	
Capital Outlay	56,000.00	0.00	56,000.00	0.00	56,000.00
TOTAL	97,000.00	27,167.00	69,833.00	13,833.00	56,000.00
ELECTION EXPENSE:					
Personal Services	25,300.00	22,405.00	2,895.00	2,895.00	
Purchase of Services	23,700.00	16,642.00	7,058.00	7,058.00	
TOTAL	49,000.00	39,047.00	9,953.00	9,953.00	0.00
FINANCE COMMITTEE:					
Personal Services			0.00	0.00	
Purchase of Services	3,000.00	2,322.00	678.00	678.00	
Materials and Supplies	1,000.00	281.00	719.00	719.00	
Sundry Charges	3,060.00	3,060.00	0.00	0.00	
TOTAL	7,060.00	5,663.00	1,397.00	1,397.00	0.00

Fiscal 2017

CONSERVATION COMMISSION:	DISPOSITION OF BALANCE				
	Appropriation Fiscal 2017	Expenditure Fiscal 2017	Balance Fiscal 2017	Transfer to Town Revenue	Encumbered Fiscal 2018
Personal Services	40,315.00	40,313.00	2.00	2.00	
Purchase of Services	1,950.00	393.00	1,557.00	1,557.00	
Materials and Supplies	1,000.00	515.00	485.00	485.00	
Sundry Charges	725.00	643.00	82.00	82.00	
TOTAL	43,990.00	41,864.00	2,126.00	2,126.00	0.00
LESS: Wetland Filing Fees	3,000.00	3,000.00	0.00	0.00	
TOTAL	40,990.00	38,864.00	2,126.00	2,126.00	0.00
PLANNING BOARD:					
Personal Services	4,800.00	2,925.00	1,875.00	1,875.00	
Purchase of Services	4,925.00	4,806.00	119.00	119.00	
Materials and Supplies	2,800.00	2,261.00	539.00	539.00	
Sundry Charges	450.00		450.00	450.00	
TOTAL	12,975.00	9,992.00	2,983.00	2,983.00	0.00
BOARD OF APPEALS:					
Purchase of Services	25,462.00	25,461.00	1.00	1.00	
TOTAL	25,462.00	25,461.00	1.00	1.00	0.00
Total General Government	2,810,451.00	2,387,374.00	423,077.00	186,234.00	236,843.00

Fiscal 2017

**Protection Persons & Property**

	Appropriation Fiscal 2017	Expenditure Fiscal 2017	Balance Fiscal 2017	DISPOSITION OF BALANCE	
				Transfer to Town Revenue	Encumbered Fiscal 2018
<b>POLICE DEPARTMENT:</b>					
Personal Services	4,749,195.00	4,735,067.00	14,128.00	14,128.00	
Purchase of Services	166,322.00	160,475.00	5,847.00	5,847.00	
Materials and Supplies	188,100.00	182,221.00	5,879.00	5,879.00	
Sundry Charges	10,200.00	10,200.00	0.00	0.00	
<b>TOTAL</b>	<b>5,113,817.00</b>	<b>5,087,963.00</b>	<b>25,854.00</b>	<b>25,854.00</b>	<b>0.00</b>
<u>Capital Outlay Breakdown:</u>					
Cruisers	111,500.00	111,500.00	0.00	0.00	
<b>TOTAL</b>	<b>5,225,317.00</b>	<b>5,199,463.00</b>	<b>25,854.00</b>	<b>25,854.00</b>	<b>0.00</b>
<b>FIRE DEPARTMENT:</b>					
Personal Services	4,611,216.00	4,598,330.00	12,886.00	12,886.00	
Purchase of Services	93,000.00	93,000.00	0.00	0.00	
Materials and Supplies	131,700.00	131,700.00	0.00	0.00	
Sundry Charges	1,500.00	1,494.00	6.00	6.00	
	4,837,416.00	4,824,524.00	12,892.00	12,892.00	
<u>Capital Outlay Breakdown:</u>					
Grant Match	25,080.00	25,080.00	0.00	0.00	
<b>TOTAL</b>	<b>4,862,496.00</b>	<b>4,849,604.00</b>	<b>12,892.00</b>	<b>12,892.00</b>	<b>0.00</b>
<b>FIRE ALARM, POLICE SIGNAL</b>					
<b>TRAFFIC LIGHTS:</b>					
Personal Services,	40,790.00	37,438.00	3,352.00	3,352.00	
Materials and Supplies	7,165.00	7,165.00	0.00	0.00	
Purchase of Services	7,165.00	7,124.00	41.00	41.00	
<b>TOTAL</b>	<b>55,120.00</b>	<b>51,727.00</b>	<b>3,393.00</b>	<b>3,393.00</b>	<b>0.00</b>
<b>EMERGENCY MANAGEMENT:</b>					
Purchase of Services	29,472.00	29,472.00	0.00	0.00	
Materials and Supplies	2,000.00	1,982.00	18.00	18.00	
<b>TOTAL</b>	<b>31,472.00</b>	<b>31,454.00</b>	<b>18.00</b>	<b>18.00</b>	<b>0.00</b>

Fiscal 2017

	Appropriation Fiscal 2017	Expenditure Fiscal 2017	Balance Fiscal 2017	DISPOSITION OF BALANCE	
				Transfer to Town Revenue	Encumbered Fiscal 2018
<b>BUILDING DEPARTMENT:</b>					
Personal Services	241,434.00	241,432.00	2.00	2.00	
Purchase of Services	11,850.00	9,798.00	2,052.00	2,052.00	
Materials and Supplies	6,150.00	6,143.00	7.00	7.00	
Sundry Charges	500.00	310.00	190.00	190.00	
<b>TOTAL</b>	<b>259,934.00</b>	<b>257,683.00</b>	<b>2,251.00</b>	<b>2,251.00</b>	<b>0.00</b>
<b>SEALER WEIGHTS/MEASURES:</b>					
Personal Services	0.00	0.00	0.00	0.00	
Purchase of Services	6,000.00	6,000.00	0.00	0.00	
Materials and Supplies	0.00	0.00	0.00	0.00	
Sundry Charges	0.00	0.00	0.00	0.00	
<b>TOTAL</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>ANIMAL INSPECTOR:</b>					
Personal Services	72,706.00	72,700.00	6.00	6.00	
Purchase of Services	2,950.00	1,846.00	1,104.00	933.00	171.00
Materials and Supplies	3,575.00	2,209.00	1,366.00	1,366.00	
Sundry Charges	3,000.00	3,000.00	0.00	0.00	
Capital Outlay	0.00	0.00	0.00	0.00	
<b>TOTAL</b>	<b>82,231.00</b>	<b>79,755.00</b>	<b>2,476.00</b>	<b>2,305.00</b>	<b>171.00</b>
<b>PARKING CLERK:</b>					
Personal Services	4,528.00	4,525.00	3.00	3.00	
Purchase of Services	9,325.00	5,937.00	3,388.00	3,388.00	
Materials and Supplies	200.00	200.00	0.00	0.00	
<b>TOTAL</b>	<b>14,053.00</b>	<b>10,662.00</b>	<b>3,391.00</b>	<b>3,391.00</b>	<b>0.00</b>
<b>Total Protection Persons &amp; Property</b>	<b>10,536,623.00</b>	<b>10,486,348.00</b>	<b>50,275.00</b>	<b>50,104.00</b>	<b>171.00</b>



Fiscal 2017

**HUMAN SERVICES**

	Appropriation Fiscal 2017	Expenditure Fiscal 2017	Balance Fiscal 2017	DISPOSITION OF BALANCE	
				Transfer to Town Revenue	Encumbered Fiscal 2018
<b>COUNCIL ON AGING:</b>					
Personal Services	192,234.00	192,234.00	0.00	0.00	
Purchase of Services	5,600.00	5,600.00	0.00	0.00	
Materials and Supplies	13,600.00	11,692.00	1,908.00	1,908.00	
Mystic Valley Elder Service	6,275.00	6,275.00	0.00	0.00	
Capital Outlay	0.00	0.00	0.00	0.00	
<b>TOTAL</b>	<b>217,709.00</b>	<b>215,801.00</b>	<b>1,908.00</b>	<b>1,908.00</b>	<b>0.00</b>
<b>HEALTH DEPARTMENT:</b>					
Personal Services	52,107.00	51,646.00	461.00	461.00	
Purchase of Services	109,686.00	109,163.00	523.00	383.00	140.00
Materials and Supplies	2,016.00	1,760.00	256.00	256.00	
Sundry Charges	41,558.00	41,558.00	0.00	0.00	
<b>TOTAL</b>	<b>205,367.00</b>	<b>204,127.00</b>	<b>1,240.00</b>	<b>1,100.00</b>	<b>140.00</b>
<b>RECREATION:</b>					
Personal Services	86,463.00	86,463.00	0.00	0.00	
<b>TOTAL</b>	<b>86,463.00</b>	<b>86,463.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>VETERANS' DEPARTMENT:</b>					
Personal Services	16,375.00	16,375.00	0.00	0.00	
Recipients	190,000.00	147,546.00	42,454.00	42,454.00	
Purchase of Services	45,812.00	45,145.00	667.00	667.00	
Materials and Supplies	600.00	598.00	2.00	2.00	
Memorial Day	2,500.00	2,500.00	0.00	0.00	
Veterans Day	500.00	100.00	400.00	400.00	
<b>TOTAL</b>	<b>255,787.00</b>	<b>212,264.00</b>	<b>43,523.00</b>	<b>43,523.00</b>	<b>0.00</b>
<b>Total Human Services</b>	<b>765,326.00</b>	<b>718,655.00</b>	<b>46,671.00</b>	<b>46,531.00</b>	<b>140.00</b>

Fiscal 2017

PUBLIC WORKS DEPT.

	Appropriation Fiscal 2017	Expenditure Fiscal 2017	Balance Fiscal 2017	DISPOSITION OF BALANCE Transfer to Town Revenue	Encumbered Fiscal 2018
<b>PERSONAL SERVICES:</b>					
Personal Services Breakdown:	3,202,210.00	3,191,612.00	10,598.00	10,598.00	0.00
Administration	141,164.00	150,127.00	-8,963.00	-8,963.00	
Engineering	231,106.00	244,243.00	-13,137.00	-13,137.00	
Fleet Maintenance	288,442.00	288,880.00	-438.00	-438.00	
Buildings	605,405.00	640,275.00	-34,870.00	-34,870.00	
Forestry and Parks	766,407.00	742,431.00	23,976.00	23,976.00	
Cemetery	252,605.00	235,330.00	17,275.00	17,275.00	
Highway	990,584.00	963,829.00	26,755.00	26,755.00	
TOTAL	3,275,713.00	3,265,115.00	10,598.00	10,598.00	0.00
LESS:					
Perpetual Care Income	42,000.00	42,000.00	0.00		
Park Trust Funds Available	3.00	3.00	0.00		
To Be Appropriated From The Sale of Lots Funds	31,500.00	31,500.00	0.00		
TOTAL	3,202,210.00	3,191,612.00	10,598.00	10,598.00	0.00
<b>Purchase of Services</b>					
Purchased Service Breakdown:	981,379.00	974,568.00	6,811.00	6,811.00	
Administration	19,400.00	25,138.00	-5,738.00	-5,738.00	
Engineering	10,225.00	9,211.00	1,014.00	1,014.00	
Fleet Maintenance	70,375.00	56,385.00	13,990.00	13,990.00	
Buildings	495,679.00	490,321.00	5,358.00	5,358.00	
Forestry and Parks	148,850.00	136,595.00	12,255.00	12,255.00	
Cemetery	15,300.00	14,236.00	1,064.00	1,064.00	
Highway	221,550.00	242,682.00	-21,132.00	-21,132.00	
TOTAL	981,379.00	974,568.00	6,811.00	6,811.00	0.00
<b>MATERIALS AND SUPPLIES:</b>					
Material & Supplies Breakdown:	590,930.00	582,620.00	8,310.00	8,310.00	0.00
Administration	7,100.00	5,575.00	1,525.00	1,525.00	
Engineering	5,300.00	4,190.00	1,110.00	1,110.00	
Fleet Maintenance	201,547.00	176,419.00	25,128.00	25,128.00	
Buildings	100,783.00	99,799.00	984.00	984.00	
Forestry and Parks	113,675.00	113,280.00	395.00	395.00	
Cemetery	16,875.00	15,671.00	1,204.00	1,204.00	
Highway	145,650.00	167,686.00	-22,036.00	-22,036.00	
TOTAL	590,930.00	582,620.00	8,310.00	8,310.00	0.00

Fiscal 2017

<i>SUNDRY CHARGES:</i>	DISPOSITION OF BALANCE				
	Appropriation Fiscal 2017	Expenditure Fiscal 2017	Balance Fiscal 2017	Transfer to Town Revenue	Encumbered Fiscal 2018
Sundry Charges Breakdown:	2,485.00	2,318.00	167.00	167.00	0.00
Administration	635.00	810.00	-175.00	-175.00	
Engineering	500.00	327.00	173.00	173.00	
Fleet Maintenance	325.00	329.00	-4.00	-4.00	
Buildings	400.00	193.00	207.00	207.00	
Forestry and Parks	235.00	265.00	-30.00	-30.00	
Cemetery	200.00	200.00	0.00	0.00	
Highway	190.00	194.00	-4.00	-4.00	
<b>TOTAL</b>	<b>2,485.00</b>	<b>2,318.00</b>	<b>167.00</b>	<b>167.00</b>	<b>0.00</b>
<i>CAPITAL OUTLAY</i>	1,430,085.00	1,000,919.00	429,166.00	8,155.00	421,011.00
Administration - Carry Fwd. PY	0.00	0.00	0.00	0.00	
Engineering	0.00	0.00	0.00	0.00	
Fleet Maintenance	385,585.00	379,368.00	6,217.00	6,217.00	
Buildings	874,500.00	514,910.00	359,590.00	1,938.00	357,652.00
Forestry and Parks	0.00	0.00	0.00	0.00	
Cemetery	0.00	0.00	0.00	0.00	
Highway	170,000.00	106,641.00	63,359.00	0.00	63,359.00
<b>TOTAL</b>	<b>1,430,085.00</b>	<b>1,000,919.00</b>	<b>429,166.00</b>	<b>8,155.00</b>	<b>421,011.00</b>
<b>Total Public Works</b>	<b>6,207,089.00</b>	<b>5,752,037.00</b>	<b>455,052.00</b>	<b>34,041.00</b>	<b>421,011.00</b>
<b>SNOW AND ICE:</b>	<b>750,000.00</b>	<b>945,842.00</b>	<b>-195,842.00</b>	<b>-195,842.00</b>	<b>0.00</b>

Fiscal 2017

**PUBLIC WORKS ENTERPRISE**

	Appropriation	Expenditure	Balance	DISPOSITION OF BALANCE	
	Fiscal 2017	Fiscal 2017	Fiscal 2017	Transfer to Town Revenue	Encumbered Fiscal 2018
<b>WATER DIVISION:</b>					
Personal Services	1,037,017.00	854,452.00	182,565.00	182,565.00	
Purchase of Services	409,677.00	377,352.00	32,325.00	22,330.00	9,995.00
Materials and Supplies	237,224.00	227,058.00	10,166.00	10,166.00	
Sundry Charges	1,430.00	950.00	480.00	480.00	
Professional Medical Services	500.00	500.00	0.00	0.00	
Contributory Retire. Pensions	147,843.00	147,843.00	0.00	0.00	
Group Insurance	285,450.00	285,450.00	0.00	0.00	
Workers' Compensation Ins.	32,697.00	32,697.00	0.00	0.00	
General Insurance	19,530.00	19,530.00	0.00	0.00	
MWRA Water Assessment	1,868,516.00	1,857,862.00	10,654.00	10,654.00	
Admin Expense (P.S.)	47,068.00	44,853.00	2,215.00	2,215.00	
Capital Outlay	223,125.00	166,813.00	56,312.00	2,824.00	53,488.00
Maturing Debt	406,916.00	406,246.00	670.00	670.00	
Medicare	14,993.00	14,993.00	0.00	0.00	
<b>TOTAL</b>	<b>4,731,986.00</b>	<b>4,436,599.00</b>	<b>295,387.00</b>	<b>231,904.00</b>	<b>63,483.00</b>

***SEWER DIVISION:***

Personal Services	706,686.00	621,206.00	85,480.00	85,480.00	
Purchase of Services	301,723.00	270,998.00	30,725.00	30,725.00	
Materials and Supplies	76,132.00	58,595.00	17,537.00	17,537.00	
Sundry Charges	1,200.00	682.00	518.00	518.00	
MWRA Sewer Assessment	5,849,953.00	5,813,697.00	36,256.00	36,256.00	
Workers' Compensation Ins.	14,675.00	14,675.00	0.00	0.00	
General Insurance	11,550.00	11,550.00	0.00	0.00	
Professional Medical Services	500.00	500.00	0.00	0.00	
Contributory Retire. Pensions	102,118.00	102,118.00	0.00	0.00	
Group Insurance	196,038.00	196,038.00	0.00	0.00	
Admin Expense (P.S.)	47,067.00	44,853.00	2,214.00	2,214.00	
Capital Outlay	217,125.00	131,299.00	85,826.00	1.00	85,825.00
Maturing Debt	296,223.00	287,689.00	8,534.00	8,534.00	
Medicare	10,203.00	10,203.00	0.00	0.00	
<b>TOTAL</b>	<b>7,831,193.00</b>	<b>7,564,103.00</b>	<b>267,090.00</b>	<b>181,265.00</b>	<b>85,825.00</b>

Fiscal 2017

## EDUCATION

	Appropriation Fiscal 2017	Expenditure Fiscal 2017	Balance Fiscal 2017	DISPOSITION OF BALANCE	
				Transfer to Town Revenue	Encumbered Fiscal 2018
<b>SCHOOL DEPARTMENT:</b>					
Personal Services	29,158,804.00	29,349,744.00	-190,940.00	-190,940.00	
Purchase of Services	5,478,573.00	5,312,707.00	165,866.00	33,128.00	132,738.00
Materials and Supplies	1,604,953.00	1,369,574.00	235,379.00	161,514.00	73,865.00
Sundry Charges	23,840.00	24,337.00	-497.00	-497.00	
<b>TOTAL</b>	<b>36,266,170.00</b>	<b>36,056,362.00</b>	<b>209,808.00</b>	<b>3,205.00</b>	<b>206,603.00</b>
<u>Plus:</u>					
Capital Outlay	91,500.00	30,700.00	60,800.00	9,550.00	51,250.00
<u>Less:</u>					
Offset Receipts Bus Fees	90,000.00	90,000.00	0.00	0.00	
<b>Total School</b>	<b>36,267,670.00</b>	<b>35,997,062.00</b>	<b>270,608.00</b>	<b>12,755.00</b>	<b>257,853.00</b>
<b>LIBRARY DEPARTMENT:</b>					
Personal Services	1,146,919.00	1,146,919.00	0.00	0.00	
Purchase of Services	222,113.00	216,276.00	5,837.00	3,330.00	2,507.00
Materials and Supplies	196,560.00	196,560.00	0.00	0.00	
<b>TOTAL</b>	<b>1,565,592.00</b>	<b>1,559,755.00</b>	<b>5,837.00</b>	<b>3,330.00</b>	<b>2,507.00</b>
<u>Less:</u>					
Library Trust Fund Income	50,871.00	50,871.00	0.00	0.00	
<b>TOTAL</b>	<b>1,514,721.00</b>	<b>1,508,884.00</b>	<b>5,837.00</b>	<b>3,330.00</b>	<b>2,507.00</b>
<b>CAPITAL OUTLAY</b>					
Masonry Improvement	9,100.00	0.00	9,100.00	0.00	9,100.00
Library Paint and Repair	13,000.00	9,950.00	3,050.00	0.00	3,050.00
Building Improvement	24,000.00	21,257.00	2,743.00	0.00	2,743.00
	<b>46,100.00</b>	<b>31,207.00</b>	<b>14,893.00</b>	<b>0.00</b>	<b>14,893.00</b>
<b>TOTAL</b>	<b>1,560,821.00</b>	<b>1,540,091.00</b>	<b>20,730.00</b>	<b>3,330.00</b>	<b>17,400.00</b>
<b>NE MET. REG. VOC.</b>	<b>1,146,683.00</b>	<b>1,119,697.00</b>	<b>26,986.00</b>	<b>26,986.00</b>	
<b>Total Education</b>	<b>38,975,174.00</b>	<b>38,656,850.00</b>	<b>318,324.00</b>	<b>43,071.00</b>	<b>275,253.00</b>

Fiscal 2017

UNCLASSIFIED	DISPOSITION OF BALANCE				
	Appropriation Fiscal 2017	Expenditure Fiscal 2017	Balance Fiscal 2017	Transfer to Town Revenue	Encumbered Fiscal 2018
STREET LIGHTS	213,131.00	213,131.00	0.00	0.00	
MISCELLANEOUS	21,125.00	20,031.00	1,094.00	1,094.00	
HISTORICAL COMMISSION	2,000.00	1,833.00	167.00	167.00	
GENERAL INSURANCE	346,675.00	343,616.00	3,059.00	3,059.00	
MEDICARE	656,155.00	650,331.00	5,824.00	5,824.00	
UNEMPLOYMENT INSURANCE	75,000.00	75,000.00	0.00	0.00	
RESERVE FUND	300,000.00	108,798.00	191,202.00	191,202.00	
<b>Total Unclassified</b>	<b>1,614,086.00</b>	<b>1,412,740.00</b>	<b>201,346.00</b>	<b>201,346.00</b>	<b>0.00</b>
<b>BENEFITS &amp; ADMINISTRATION</b>					
PERSONAL SERVICES	151,534.00	151,533.00	1.00	1.00	
WORKERS' COMPENSATION	455,780.00	450,499.00	5,281.00	5,281.00	
PROFESSIONAL MEDICAL	7,350.00	7,329.00	21.00	21.00	
<b>RETIREMENT SYSTEM:</b>					
Pension Accumulation Fund	3,960,937.00	3,960,937.00	0.00	0.00	
Non-Contributory Pension Fund Assessments, Non-Contributory Veterans Pension Fund	39,999.00	38,649.00	1,350.00	1,350.00	
<b>Total Benefits &amp; Admin.</b>	<b>4,615,600.00</b>	<b>4,608,947.00</b>	<b>6,653.00</b>	<b>6,653.00</b>	<b>0.00</b>
<b>CONTRIBUTORY GROUP HEALTH AND LIFE INSURANCE:</b>					
Town & School Appropriation	11,090,363.00	10,592,898.00	497,465.00	482,465.00	15,000.00
<b>Total Group Insurance</b>	<b>11,090,363.00</b>	<b>10,592,898.00</b>	<b>497,465.00</b>	<b>482,465.00</b>	<b>15,000.00</b>

**Town of Wakefield  
Fiscal 2017 Summary**

	<b>Appropriation</b>	<b>Expenditure</b>	<b>Balance</b>	<b>Transfer to Revenue</b>	<b>Encumbered</b>
General Government	2,810,451.00	2,387,374.00	423,077.00	186,234.00	236,843.00
Protection of Persons & Property	10,536,623.00	10,486,348.00	50,275.00	50,104.00	171.00
Human Services	765,326.00	718,655.00	46,671.00	46,531.00	140.00
Public Works Dept.	6,207,089.00	5,752,037.00	455,052.00	34,041.00	421,011.00
Education	38,975,174.00	38,656,850.00	318,324.00	43,071.00	275,253.00
Unclassified	1,614,086.00	1,412,740.00	201,346.00	201,346.00	0.00
Benefits & Admin.	4,615,600.00	4,608,947.00	6,653.00	6,653.00	0.00
Group Insurance	11,090,363.00	10,592,898.00	497,465.00	482,465.00	15,000.00
<b>TOTAL</b>	76,614,712.00	74,615,849.00	1,998,863.00	1,050,445.00	948,418.00
Snow & Ice	750,000.00	945,842.00	-195,842.00	-195,842.00	0.00
<b>Enterprise Funds</b>				<b>Balance</b>	<b>Encumbered</b>
Water Enterprise Fund	4,731,986.00	4,436,599.00	295,387.00	231,904.00	63,483.00
Sewer Enterprise Fund	7,831,193.00	7,564,103.00	267,090.00	181,265.00	85,825.00

## Article Summary Fiscal 2017

Dept.	Meeting Ref.	Description	Appropriation Fiscal 2017	Expenditure Fiscal 2017	Balance Fiscal 2017
Selectmen	ATM #16 5/16	Main St. Trust	5,650.00	5,087.00	563.00
	ATM#18 5/16	Mt Pleasant Betterment	251,415.00	0.00	251,415.00
Police	ATM #17 5/17	Indemnification	20,000.00	9,667.00	10,333.00
DPW	ATM#11 5/16	Eminent Domain Proceed	1.00	0.00	1.00
	RTM#6 11/16	Eminent Domain Winship Dr	1.00	0.00	1.00
	RTM#5 11/16	Eminent Domain Nazareth Rd	1.00	0.00	1.00
	ATM#18 5/17	Roadway Improvements	200,000.00	200,000.00	0.00
	ATM#13 5/16	Storm Water Program	100,000.00	0.00	100,000.00
	ATM#15 5/16	New Sidewalks	50,000.00	48,500.00	1,500.00
	ATM#12 5/16	Trash Disposal	1,515,000.00		
	ATM#14 5/17	Trash Disposal	<u>112,190.00</u>	1,592,559.00	34,631.00
Interfund	ATM#3 5/16	Capital Project Fund	4,252,004.00	4,252,004.00	0.00
					0.00
Water	RTM#7 11/16	Replace Water Mains	376,737.00	0.00	376,737.00
Total:			<u>6,882,999.00</u>	<u>6,107,817.00</u>	<u>775,182.00</u>



Town of Wakefield		
Reserve Fund Transfer Analysis		
Fiscal 2017		
Available Fiscal 2017		\$300,000.00
<u>Voted June 29, 2017</u>		
Conservation Commission,	Personal Services	2,160.00
Board of Appeals,	Purchased Services	4,262.00
Fire Department,	Capital Outlay	20,980.00
DPW Budget,	Civic Center Costs	70,656.00
Animal Control,	Personal Services	8,890.00
Parking Clerk,	Personal Services	1,850.00
Total Requested		108,798.00
Remaining Balance		191,202.00

Massachusetts Department of Revenue  
Bureau of Accounts

Division of Local Services  
Statement of Indebtedness

Wakefield, Massachusetts

FY 17

Long Term Debt Inside the Debt Limit*	Outstanding July 1, 2016	+ Issued	- Retired	= Outstanding June 30, 2017	Interest Paid in FY 17
Building	3,653,000	-	630,000	3,023,000	143,348
Departmental Equipment	-	-	-	-	-
School Buildings	385,000	-	56,000	329,000	11,939
School Other	-	-	-	-	-
Sewer	823,800	326,775	209,292	941,284	8,397
Solid Waste Landfill	-	-	-	-	-
Other Inside	5,210,000	-	385,000	4,825,000	180,412
<b>SUB-TOTAL Inside</b>	<b>10,071,800</b>	<b>326,775</b>	<b>1,280,292</b>	<b>9,118,284</b>	<b>344,096</b>

Long Term Debt Outside the Debt Limit*					
Airport	-	-	-	-	-
Gas/Electric Utility	-	-	-	-	-
Hospital	-	-	-	-	-
School Buildings	43,200,000	-	2,513,000	40,687,000	1,464,303
Sewer	-	-	-	-	-
Solid Waste Landfill	-	-	-	-	-
Water	2,780,000	376,250	465,000	2,691,250	73,508
Other Outside	79,274	-	10,325	68,949	1,929
<b>SUB-TOTAL Outside</b>	<b>46,059,274</b>	<b>376,250</b>	<b>2,988,325</b>	<b>43,447,199</b>	<b>1,539,740</b>
<b>GRAND TOTAL</b>	<b>56,131,074</b>	<b>703,025</b>	<b>4,268,617</b>	<b>52,565,483</b>	<b>1,883,836</b>

Short Term Debt*	Outstanding July 1, 2016	+ Issued	- Retired	= Outstanding June 30, 2017	Interest Paid in FY 17
RANs - Revenue Anticipation	-	-	-	-	-
BANs - Bond Anticipation	-	-	-	-	-
Buildings	-	-	-	-	-
School	3,352,743	3,352,743	3,352,743	3,352,743	33,434
Water	-	-	-	-	-
Sewer	-	-	-	-	-
Other BANs	950,000	1,547,000	950,000	1,547,000	9,474
SAANs - State Grant Anticipation	-	-	-	-	-
FAANs - Federal Grant Anticipation	-	-	-	-	-
Other Short Term Debt	-	-	-	-	-
<b>TOTAL SHORT TERM DEBT</b>	<b>4,302,743</b>	<b>4,899,743</b>	<b>4,302,743</b>	<b>4,899,743</b>	<b>42,908</b>
<b>TOTAL ALL DEBT</b>	<b>60,433,817</b>	<b>5,602,768</b>	<b>8,571,360</b>	<b>57,465,226</b>	<b>1,926,744</b>

***Council on Aging Form of Bequest***

I hereby give and bequeath to the  
Friends of the Council on Aging,  
Wakefield, Mass., the sum of  
..... Dollars to have and  
to hold, to be used for the unrestricted  
purposes of the said Council.

***Library Form of Bequest***

I hereby give and bequeath to the  
Trustees of the Lucius Beebe Memorial  
Library, Wakefield, Mass., the sum of  
..... Dollars to have and  
to hold, to be used for the unrestricted  
purposes of the said library.

# Emergency Numbers

**POLICE** or **Ambulance**

**FIRE** **Rescue** or **Inhalator**

**{9-1-1}**

## Your Town Government

Assessors	781-246-6380
Board of Health	781-246-6375
Collector of Taxes	781-246-6386
Veterans' Services	781-246-6377
Town Administrator / Board of Selectmen	781-246-6390
Town Clerk	781-246-6383
Town Accountant	781-246-6395
Town Counsel, 40 Salem Street, Building 2, Suite 12, Lynnfield	781-245-2284
Town Treasurer, 5 Common Street	781-246-6340
Building Inspector — wire, plumbing	781-246-6388
Emergency Management	781-246-6430
Fire Department, 1 Union St. (non-emergency)	781-246-6432
Memorial Library, Main St.	781-246-6334
Municipal Light Department, 9 Albion St.	781-246-6363
Police Department, 1 Union St. (non-emergency)	781-246-6321
Public Works Department	781-246-6300
Emergency Water and Sewer	781-246-6318
Retirement Board	781-246-6352
School Department	781-246-6400
Employee Benefits	781-246-6396
Data Processing Department	781-246-6498
Animal Inspector	781-231-0474
Council on Aging, 30 Converse St.	781-245-3312
Wakefield Housing Authority, 26 Crescent St.	781-245-7328
Employee Benefits	781-246-6396
Parking Clerk	781-246-6330